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## *My Bits & Bytes*

ARMY EDITION

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Computer  
series



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# ABOUT COMPUTER



## Topics Covered

- What is a Computer?
- Hardware and Software
- Working of a Computer
- How does a Computer Work?
- Characteristics of Computer
- Uses of Computer

Hi friends! Welcome back again. Now, you are in a new class. Let us learn some more interesting things about computer.



## WHAT IS A COMPUTER?

A **computer** is an **electronic machine** that takes instructions from us and gives the result after processing.

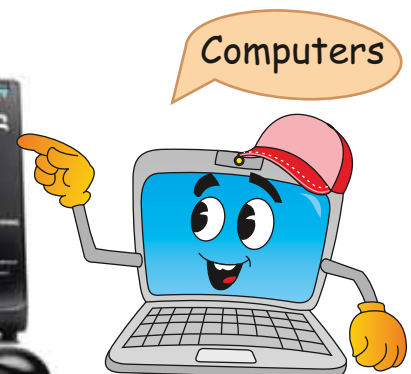
A computer works very fast. It can do millions of tasks in a second. It can perform different day-to-day tasks like— writing letters, doing calculations, making drawings, playing music, playing videos and many more.



Laptop



Desktop



## Update Your Knowledge

A computer is an electronic machine that accepts data (**input**), manipulates the data according to specified rules (**process**), produces results (**output**) and stores the result for future use. Computer works on the principle of **INPUT-PROCESS- OUTPUT**.



## HARDWARE AND SOFTWARE



The computer system is categorized mainly into two parts — **Hardware** and **Software**.



### HARDWARE



All the physical parts attached to a computer are called **Hardware**. You can touch or feel the hardware. Mouse, Keyboard, Monitor, Printer, Speakers, etc. are all examples of hardware.



### SOFTWARE

**Software** is a set of instructions that tells a computer how to do a particular task. The programs like MS-Windows, Ms-Paint, MS-Word, etc. are examples of software.



## WORKING OF A COMPUTER



A computer is a machine that works very fast. But, it cannot work on its own. Some **data** has to be fed into it. It will **process** that data and as a result and give relevant **information**.

### DATA



Data is a collection of raw, unorganized facts and figures that includes words, numbers, sounds and images.



**For example:** class 3, A, Roll no. 8, Rs. 5000, Rahul, etc.

## INFORMATION

The meaningful and organized form of data is called **Information**.

**For example:** Rahul is in class 3.  
He is in section A.  
Rahul's roll no. is 8.  
His monthly fees is Rs. 5000.

Now you must have understood the difference between **data** and **information**.

## HOW DOES A COMPUTER WORK?

The working of a computer is based on the following principle:

**INPUT → PROCESS → OUTPUT**

Let us see the details:

1. When we feed data to a computer, it accepts the data as **Input** through different **Input devices** like Keyboard, Mouse, Scanner, etc.
2. The computer **processes** this data and changes this into information with the help of **Processor**, called as **CPU** (Central Processing Unit).
3. After processing, the computer shows the final result as an **Output** through different **Output devices** like Monitor, Printer, speakers, etc.



So friends, this is how a computer works and this is known as **IPO cycle**.







## CHARACTERISTICS OF COMPUTER



A **computer** is a powerful and useful machine which has a very high processing speed. Computer is used in many different fields because of the characteristics it possess. Let us have a look at some of these characteristics.

- **Speed:** A computer works very fast.
- **Reliability and Accuracy:** A computer is very reliable. It does not make mistakes.
- **Versatility:** A computer can perform a variety of tasks efficiently.
- **Storage:** A computer can store a large amount of data for your future use.
- **Multitasking:** A computer can do many tasks at the same time.
- **Diligence:** A computer can work for a long time, without getting tired.

## USES OF COMPUTER

A computer can do many things. We can use computers for:



- Creating documents
- Playing games
- Performing calculations
- Buying and selling things online
- Learning new things
- Listening to music
- Watching movies and cartoons





## SELF EVALUATION

**After reading the chapter, I know these points:**

- I know that a computer is an electronic machine.
- I know that all the computer's physical parts are called Hardware.
- I know that the set of instructions given to a computer, to do work is called Software.
- I know that a computer work on 'Input-Process-Output' principle.
- I know that the characteristics of a computer are—speed, reliability, versatility, storage, multitasking and diligence.
- I know that a computer can be used in many tasks such as creating documents, learning, playing games, etc.

## CHECKLIST

Agree

Disagree

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## EXERCISES

**A. Tick [✓] the correct answer.**

1. A computer is a

a. Software ☐

b. Machine ☐

c. Book ☐

2. Windows is an example of

a. Software ☐

b. Hardware ☐

c. Both a. and b. ☐

3. Physical components of a computer that can be touched are

a. Software ☐

b. Hardware ☐

c. Both a. and b. ☐

4. A set of instructions is known as

a. Software ☐

b. Hardware ☐

c. None of these ☐

**B. Answer the following questions.**

1. What is a computer?

.....

.....





2. What is hardware?

.....

.....

3. Name any four hardware devices attached to the computer.

.....

.....

4. What is Data and Information?

.....

.....

.....

5. On which principle does a computer work?

.....

.....

**C. Fill in the blanks.**

1. All the physical parts of a computer are called .....
2. .... is an example of a software.
3. The working speed of a computer is very .....
4. The results given by a computer are always .....
5. Computers are used to play different types of .....

**D. Name any four characteristics of computer.**

- |         |         |
|---------|---------|
| 1. .... | 2. .... |
| 3. .... | 4. .... |

**E. Write any four uses of a computer.**

- |         |         |
|---------|---------|
| 1. .... | 2. .... |
| 3. .... | 4. .... |





**F. Write 'T' for True and 'F' for False statements.**

1. You can touch software.
2. MS-Paint is a hardware.
3. CPU does all the processing.
4. All the physical parts of a computer are called hardware.
5. A computer cannot store data.
6. A computer works on IPO cycle.
7. You cannot create a document on a computer.
8. A computer can store large amount of data.

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**G. Application Based Question.**

Your sister Megha asked you the uses of computers in different fields. Explain her some of the uses.

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**LAB ACTIVITY**

Show the students different types of tasks done on a computer like-painting, writing letters, listening to music, watching cartoons, etc.



**FUN ACTIVITY**

Try to find out the name of other machine that also works on the IPO process and write the names in the space given below.

**Hint:**

Juicer

Fruits

→

Making juice

→

Juice

**Input**

**Process**

**Output**

.....

→

→



# COMPUTER HARDWARE



## Topics Covered

- What is a Hardware? •Hardware Components •Input Devices •Output Devices
- Storage Devices •Other Components

Hello friends! In the previous chapter, you learnt about the term 'Hardware'. Now, let us learn more about it.



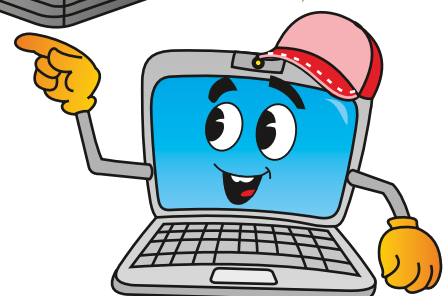
## WHAT IS A HARDWARE?

All the physical equipments that are attached to a computer are collectively called **hardware**.

Hardware is that part of a computer which you can touch and feel. Keyboard, printer, monitor, speakers and mouse fall in the category of hardware.



Computer hardware



# HARDWARE COMPONENTS

Hardware includes various components like— Input Devices, Output Devices, Storage Devices and System Unit. Let us know about some of them.

## INPUT DEVICES

A hardware component that allows you to enter data and instructions into a computer is called an **Input Device**.

### Keyboard

A **keyboard** is an input device that is used to enter data into a computer. There are many buttons on it, called **keys**. These keys are pressed to enter data into the computer. The keyboard of a desktop computer typically has 101 to 105 keys.



Keyboard

### Mouse



Mouse

A **mouse** is an input device that fits comfortably under the palm of your hand. It is used to draw pictures and select the objects. The top of a mouse has two buttons and a wheel. It is also called a **pointing device**.

### Scanner

A **scanner** is an input device which is used to enter images, text, drawing, etc. into the computer.



Scanner

### Joystick




Joystick

A **joystick** is an input device that can be attached with a computer to play games. It is used to control different movements in a game.



## **Microphone**

 A **microphone** is an input device that is used to record voice on a computer. You can record any type of voice including your own voice and save it on a computer.



Microphone



Digital Camera

## **Digital Camera**

A **digital camera**, also called **digicam**, is an input device which is used to capture and store photographs electronically in the computer.

## **Touch Screen**

**Touch screen** is an input device through which the data is entered by simply touching the screen. The object on the screen is pointed using a finger. The finger acts as the **pointing device**.




Touch Screen

## **OUTPUT DEVICES**

Any hardware component that shows you the final result is called an **Output Device**.

## **Monitor**

 A **monitor** is an output device that is used to display text, pictures and videos. The monitor looks like a **television screen**. Whatever you type with the help of a keyboard, is displayed on the monitor. The text or videos which you see on the monitor are called **soft copy** because the information is displayed for a temporary period of time.



Monitor



## Printer

A **printer** is an output device which is used to print text and graphics on paper. The text or graphics we get on the paper are called **hard copy** because the information is displayed on paper, permanently. Hard copy is also called a **printout**.



Printer

## Speakers



Speakers

**Speakers** are output devices which are used to hear the sound output, from a computer. You can listen to songs, speech and other different sounds through speakers. The speakers come in different shapes and sizes.

## STORAGE DEVICES

Any hardware component that is used to store data, instructions and information for future use is called a **Storage Device**.

## Hard Disk

A **hard disk** is the main storage device in a computer that can store large amount of data at a very fast speed. It is also called a **Hard Drive**.



Hard Disk

## CD-ROM Disc



CD-ROM Disc

**CD-ROM** stands for **Compact Disc-Read Only Memory**. It is also used to save data. It is circular in shape. It can store upto 700 MB of data.

### Do you Know?

#### Disk Vs Disc

Disk is the term used to describe hard disks and other magnetic media, and disc is the term used to describe CDs, DVDs and other optical media.





## DVD Disc

DVD stands for **Digital Video Disc**. It is similar to a CD in shape, but has a larger storage capacity. We can store upto 4.7 GB of data as compared to only 700 MB of data capacity of a CD-ROM.



DVD Disc

## Pen drive



Pen drive

A **pen drive** is yet another storage device which is used to store data and information. This device is used to transfer data from one device or computer to another, with ease. It is the most commonly used data storage device.

## OTHER HARDWARE COMPONENTS

Apart from input, output and storage devices, there are some other hardware components attached to the computer. These are:

### SYSTEM UNIT

A **system unit** is a plastic or metal case that stands near the monitor. Some system units are placed under the monitor. It is the most important part of a computer system. A system unit is also called a **Computer Case**.



System Unit



Is it the CPU or System Unit?

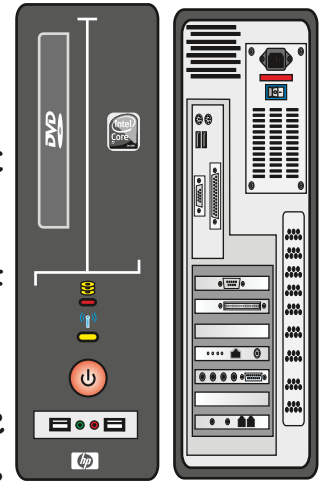
It is a **System Unit** or you can say a **Computer Case**. CPU is a very important component of a computer which resides in the system unit. Every computer has a system unit.





## Features of System Unit

- Every computer has a **System Unit** or **Computer Case**.
- System unit protects the internal electronic components from damage.
- The front of the computer case has an on/off switch, drives and activity lights.
- The back of the computer case has **ports** where you can plug in other computer components like mouse, keyboard, monitor, etc.



Front and Back view of a System Unit

## Components Inside a System Unit

Components inside any system unit include Motherboard, CPU, Hard Disk Drive and CD-ROM Drive.

### Motherboard

**Motherboard** is also called a **System Board** or **Main Board**. It contains a large number of tiny electronic components.



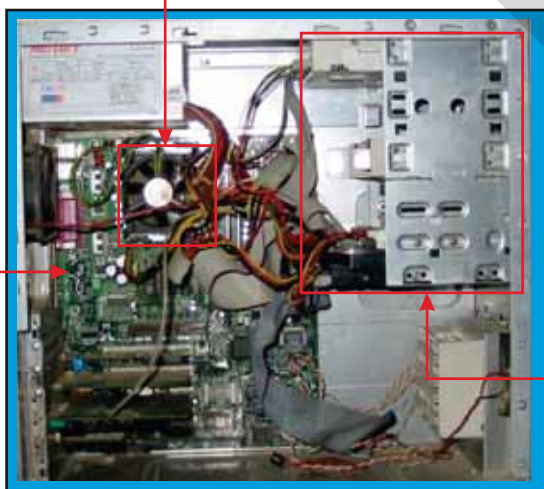
### CPU (Central Processing Unit)

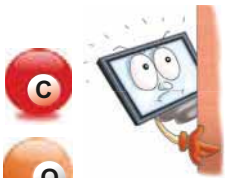
**CPU** is sometimes also called **processor** or **microprocessor**. It is the 'brain' of computer which performs all the functions.



### Disk Drives

Drives inside the system unit are used to store data. These drives are **Hard Disk Drive** and **CD-ROM drive**.





## SELF EVALUATION

### CHECKLIST

Agree Disagree

**After reading the chapter, I know these points:**

- I know that all the physical components that we can touch are called hardware.
- I know that a mouse is an input device, used to select or move items on computer screen.
- I know that the buttons on a keyboard are called keys.
- I know that a monitor is an output device that is used to display all the work done on computer.
- I know that a printer is an output device that prints the output on paper.
- I know that a system unit is a box-like case that stands near the monitor.
- I fully know that a CPU is the brain of the computer.

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<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>



## EXERCISES

**A. Tick [✓] the correct answer.**

1. Physical components attached to a computer are known as  
 a. Software ☐      b. Hardware ☐      c. Windows ☐
2. Microphone is an ..... device.  
 a. Input ☐      b. Output ☐      c. Both a. & b. ☐
3. The device that gives the output on a paper is called  
 a. Monitor ☐      b. Printer ☐      c. Mouse ☐
4. .... is used to transfer data from one device to another.  
 a. Keyboard ☐      b. CPU ☐      c. Pen Drive ☐

**B. Answer the following questions.**

1. What is a hardware? Give examples.

.....

.....

.....

2. What do you mean by storage device?

.....

.....

.....

3. Differentiate between input devices and output devices.

.....

.....

.....

4. What is the use of a system unit?

.....

.....

.....

**C. Fill in the blanks.**

1. Parts of a computer that we can touch are called .....

2. The ..... is the device that is used to print on paper.

3. You can hear sound with the help of .....

4. Hard drive is a ..... device.

5. .... is also called processor or microprocessor.

**D. Application Based Question.**

Ravi is reading a letter from a printout. From which hardware device has he got this printout?

.....





**E. Write 'T' for True and 'F' for False statements.**

1. You cannot touch a hardware.
2. A mouse is an input device.
3. A microphone is used to send images to the computer.
4. The text or graphics that we get on paper is called a printout.
5. System unit is also called a computer case.

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**LAB ACTIVITY**

**Open Notepad software and type the names of three:**

**INPUT DEVICES**

.....

.....

.....

**OUTPUT DEVICES**

.....

.....

.....

**STORAGE DEVICES**

.....

.....

.....



**FUN ACTIVITY**

**Find out the names of different Input, Output and Storage devices from the grid.**

K	O	P	E	N	D	R	I	V	E	C	K	M
E	H	V	D	Y	Y	B	V	F	Q	B	Z	O
Y	A	C	J	O	Y	S	T	I	C	K	E	N
B	R	S	W	N	S	V	E	T	M	N	Z	I
O	D	A	X	C	R	T	Y	R	N	E	Y	T
A	D	L	E	Q	T	M	R	O	X	I	T	O
R	I	S	P	R	I	N	T	E	R	E	T	R
D	S	C	E	B	D	R	F	S	Y	I	F	C
N	K	A	V	H	Q	M	O	U	S	E	R	R
W	L	B	N	B	A	C	K	S	P	A	C	B
Y	K	E	S	P	E	A	K	E	R	S	P	S
S	C	A	N	N	E	R	Q	R	E	C	P	U



# COMPUTER SOFTWARE



## Topics Covered

- What is a Software? •Types of Software- Application Software, System Software
- Operating System •Functions of Operating System •Types of Operating System

Hello Friends! In the previous chapter, you have learnt about different hardware components. Do you know that these hardware components cannot work without a software? Let us learn about some popular software program.



## WHAT IS A SOFTWARE?

**Software** is a set of **instructions** that tells the computer how to do a particular task.

For example, you draw and colour beautiful pictures in MS-Paint on the computer. Here the **computer** is an example of **hardware** and **MS-Paint** is that of a **software**. You can touch the hardware but you cannot touch the software.



Computer Software

## TYPES OF SOFTWARE

There are two main types of software :

**Application Software** and **System Software**







## APPLICATION SOFTWARE



The software that perform specific tasks for the users are known as **Application Software**.



These softwares help you in doing some specific types of work. For example, we use MS-Paint to make a drawing. But we cannot do calculations using MS-Paint. We have to use the Calculator software to calculate.



## Types of Application Software



There are many types of application software.



## Microsoft Word

**Microsoft Word** helps you to create documents with ease and efficiency.



## Microsoft Excel

**Microsoft Excel** helps you to perform calculations and store the data in a tabular format.

## MS-Paint

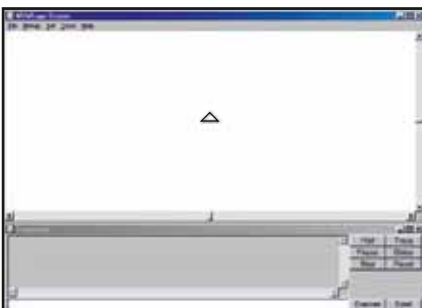


**MS-Paint** helps you to work with graphics. You can draw and paint with this software.



## LOGO

**LOGO** is a software program used to draw different shapes and figures using different commands. You can also use it to do simple calculations.





## SYSTEM SOFTWARE

**System Software** is a type of software that controls and manages the overall activities of a computer system. Therefore, a System Software is like a **Manager** of a computer system. It operates from behind the scene and ensures that your computer system functions properly. It also runs the Application Software. **Operating System** is a part of System Software.

### Operating System

**Operating System** is a software which acts as a **bridge** between the **user** and the **computer system**. It is the first software which has to be installed on to the computer.

A computer is **useless** without the operating system. For example, if you have a car which has petrol, engine, wheels; but if there is no driver to drive the car, the car cannot move on its own from one place to another. The **driver** acts as an operating system for a car. So, an operating system is must to work with computers.

#### Update Your Knowledge

Users are the persons who communicate with a computer and use the information generated by it.

## Functions of an Operating System

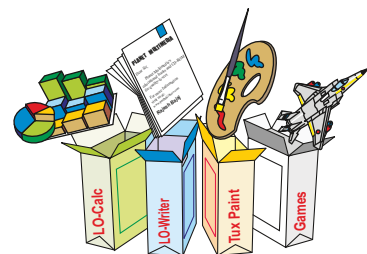
An Operating System controls, processes and approves everything that happens on your computer. Such as:

**Controlling Hardware:** An Operating System controls all parts of a computer system and enables them to work properly.





**Running Software:** An Operating System runs application softwares, such as MS-Word, MS-Paint, LOGO, Games, etc.



**Bootng:** One of the major functions of an operating system is bootng. It is the process of **starting** and **restarting** the computer.



Bootng is of two types: **Cold bootng** and **Warm bootng**.



When a computer is switched on, this process of bootng is called **Cold Bootng**. The process to restart a computer that is already powered on, is called a **Warm Bootng**.



## Types of Operating System

Popularly used Operating Systems are **Windows**, **Macintosh** and **Linux**.

**Windows:** Windows is the most efficient **GUI (Graphical User Interface)** based operating system from **Microsoft**. It controls the overall activities of your computer.



Mac OS

**Mac OS:** Mac OS is a series of graphical user interface based operating systems developed by **Apple Inc**, for their Macintosh line of computer systems.



**Linux:** Linux is an operating system, that is available for **free**, on the Internet. Linux is an **open source** code operating system. It can be copied and modified free of cost.



### Update Your Knowledge



**Open source** refers to those softwares which must be available to anybody, free of cost. Anybody can edit or modify its source code. It must be freely distributed.



## SELF EVALUATION

### CHECKLIST

**After reading the chapter, I know these points:**

- I know that a set of instructions that tell a computer how to perform its task is called computer software. ☐
- I know that two main types of softwares are System Software and Application Software. ☐
- I know that an operating system controls all the activities of the computer. ☐
- I know that application software includes programs that perform specific tasks for the user. ☐
- I know that MS-Paint, LOGO, MS-Excel and MS-Word are examples of Application Software. ☐
- I know that Windows, Mac OS and Linux are Operating System Softwares. ☐

Agree

Disagree



## EXERCISES

**A. Tick [✓] the correct answer.**

1. Software are mainly of ..... types.
  - a. Four ☐
  - b. Three ☐
  - c. Two ☐
2. A software that helps you in doing some specific work is known as ..... software.
  - a. System ☐
  - b. Application ☐
  - c. Operating System ☐
3. .... is a part of System Software.
  - a. MS-Word ☐
  - b. MS-Paint ☐
  - c. Operating System ☐
4. .... is an example of Operating System.
  - a. MS-Paint ☐
  - b. Windows ☐
  - c. Calculator ☐





**B. Write 'T' for True and 'F' for False in the box:**



1. Softwares are a set of instructions.
2. Operating System is used to perform a specific job.
3. MS-Paint is used to edit a text.
4. Starting and restarting a computer is called booting.
5. MS-Word is used to calculate data.

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**C. Fill in the blanks.**



1. .... is a software which controls all the activities of a computer.
2. .... is the first software loaded on to a computer, when the computer is turned on.
3. .... is a series of graphical user interface based operating systems developed by Apple Inc.
4. .... is a free open source code Operating System.

**D. Answer the following questions.**

1. What do you mean by Software? Mention its two main types.

.....

.....

.....

2. What is an Operating System? Give an example.

.....

.....

.....

3. What is a System Software? Give an example.

.....

.....



4. Explain any two types of Application software.

.....

.....

.....

5. Differentiate between Cold and Warm Booting?

.....

.....

.....

### E. Application-based questions.

1. Kapil is restarting his computer. What type of booting is he doing?

.....

2. Rohan is drawing pictures on his computer. Which software is he using?

.....



### FUN ACTIVITY

**Rearrange the jumbled words and write them correctly in the space provided.**

1. R W H D A R A E

.....

2. W F T E A O S R

.....

3. T P R I O A N G E

T M S Y S E

.....



### LAB ACTIVITY

**Visit the computer lab and find the names of different softwares installed on the computer. Write down their names in your notebook.**





# WINDOWS OPERATING SYSTEM



## Topics Covered

Windows • Windows 7 • Starting Windows • Components of Windows 7 Screen • Restarting and Shutting Down a Computer

Hello Friends! You are now familiar with the Operating System software. In this chapter, you will get to know about most commonly used Operating system, i.e., MS-Windows.



## WINDOWS

As you all know that to start and work, every computer needs an **Operating System** software like Windows, Mac OS, Linux, etc.

**Windows** is the most popular operating system that is used now-a-days. It is a special program that controls the working of a computer. There are different versions of Windows like Windows 98, Windows XP, Windows Vista, Windows 7, Windows 8 and Windows 10.

## WINDOWS 7

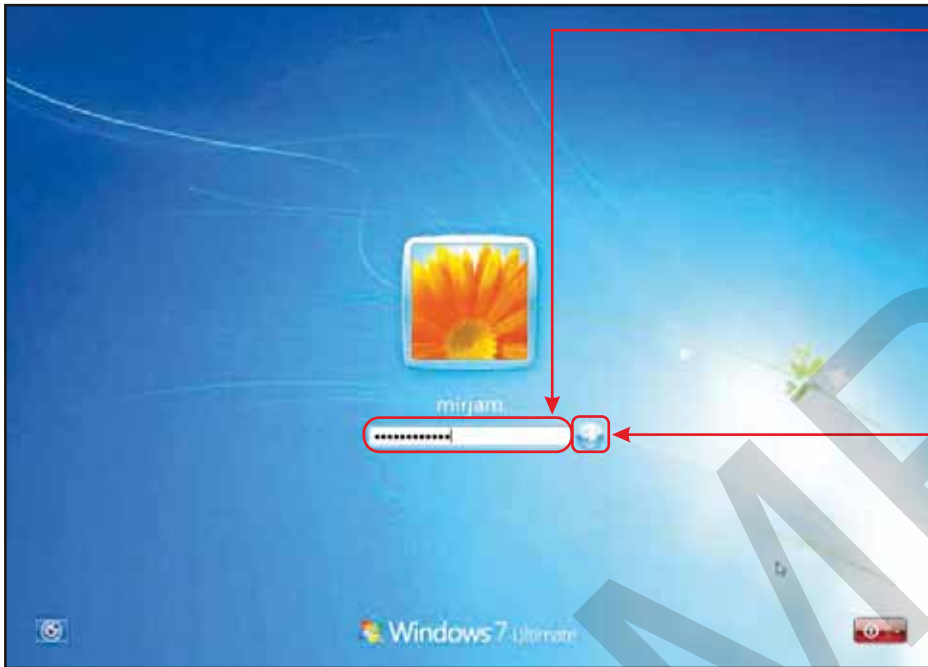
Windows 7 is an operating system developed by Microsoft. It is a **GUI** (Graphical User Interface) based operating system in which pictures, images, icons and menus are used to give commands. The commands are performed with the help of a mouse instead of using a keyboard.



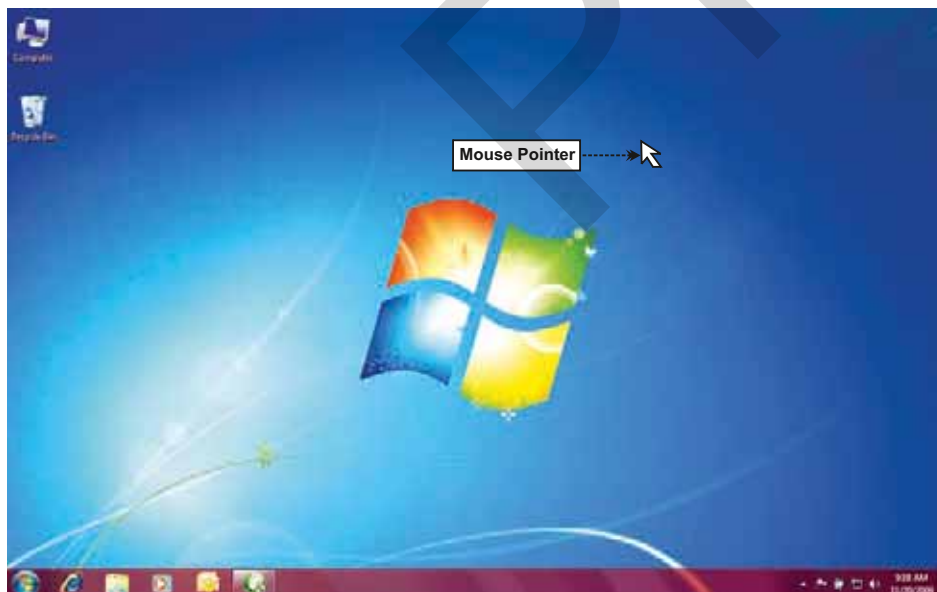


## STARTING WINDOWS 7 (Cold Booting)

When you turn ON your computer, Windows 7 starts automatically and a **Welcome** screen appears. You may be asked to enter the password. *You can ask the password from your teacher.*



1. Type the password.
2. Click on the **Go** arrow or press the Enter key.



Now, you will get the final **Desktop** Screen.



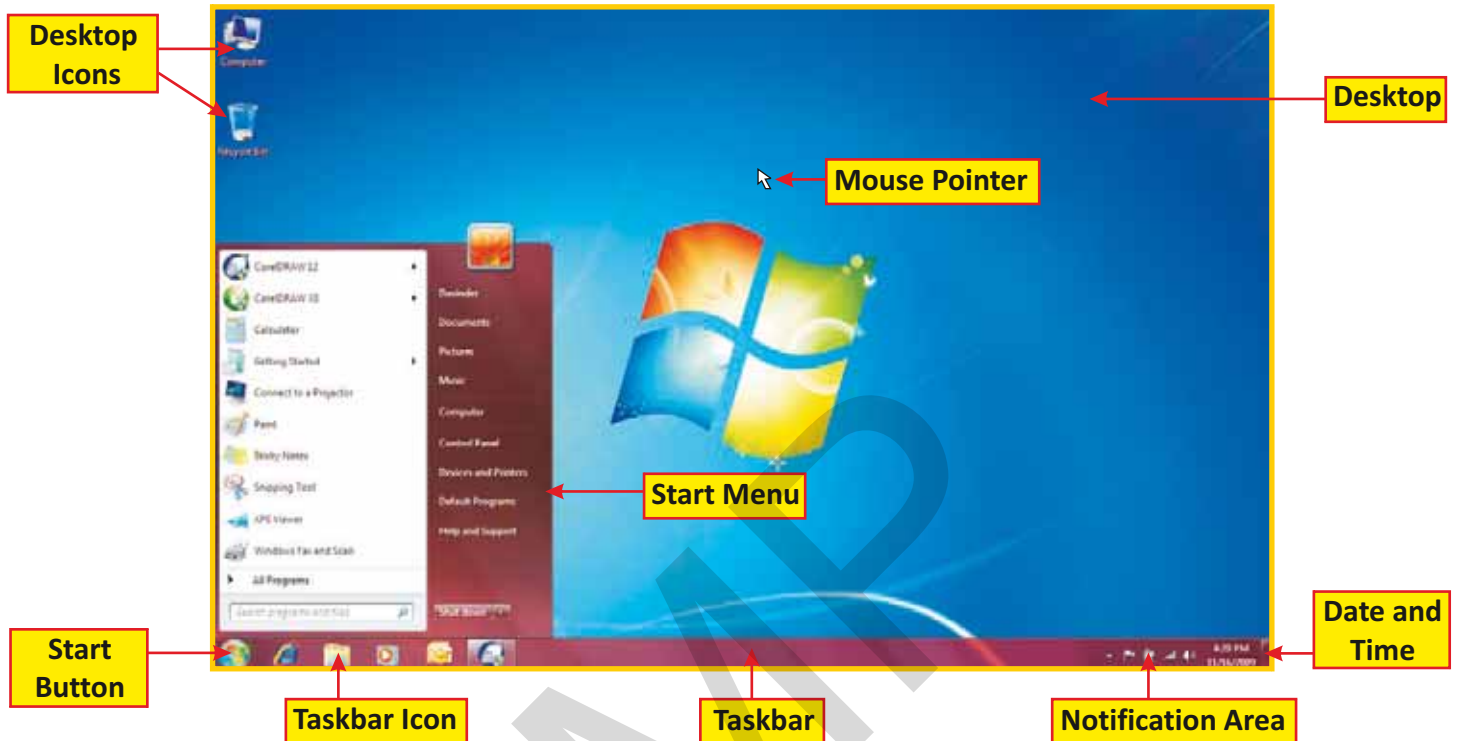
Your computer is now ready to work.



## COMPONENTS OF WINDOWS 7 SCREEN



On the computer desktop, you will see the following items.



**Desktop:** It is the first screen that appears after switching on the computer. It is an area where you work with your programs and documents. (There can be different backgrounds on different computers, according to their settings.)



**Desktop Icons:** The small buttons/pictures on the desktop are called Icons. Programs can be opened quickly by just double-clicking on icons. Some common desktop icons are:



Internet Explorer



Document



Computer

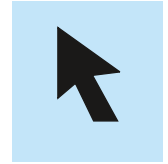


Recycle Bin



Network

**Mouse Pointer:** When you move your mouse, this pointer moves along with it. Mouse Pointer helps you to point, click or double-click the various items on the desktop.



**Time and Date:** This is the current time and date on your computer. To see the full date, position the mouse over the time. To change the date or time, click the time.

**Taskbar:** The long bar at the bottom of the desktop that contains Start button at the left corner and clock at the right corner is referred to as the Taskbar. The programs which you open (active programs) are depicted in the Taskbar.



**Start Button:** It is a button located at the bottom left corner of the desktop. It contains different menus, sub-menus and the Turn Off computer command, which are used to perform different functions.



**Notification Area:** It displays small icons that notify you about tasks that are happening on your computer. For example, you see notifications if an update of Windows 7 is available over the Internet or your printer runs out of paper.



**Taskbar Icons:** You use these icons to launch some Windows 7 features with a click of the mouse.



**Start Menu:** Start Menu lists all the installed programs in the computer.





## STARTING AND CLOSING AN APPLICATION

You can start an application program (MS-Word, Paint, Internet Explorer, etc.) installed on your computer to perform any task. In this example, we will open MS-Paint.



1. Click on the **Start** button.
2. Click on **All Programs**.



3. Click on **Accessories**.
4. Now click on **Paint**.



The **Paint** application will appear in front of you.

You can now work on it.



Hey! Wait for a minute. We are just half way through. Let me tell you how to **switch off** your computer.

Once you have finished your work on the computer, you need to switch it off. **This is also a step-by-step procedure.**

To switch off your computer, you have to close all the running programs or applications.





1. Close all the open windows by clicking on the **Close** button.

This will bring you back to the **desktop**.

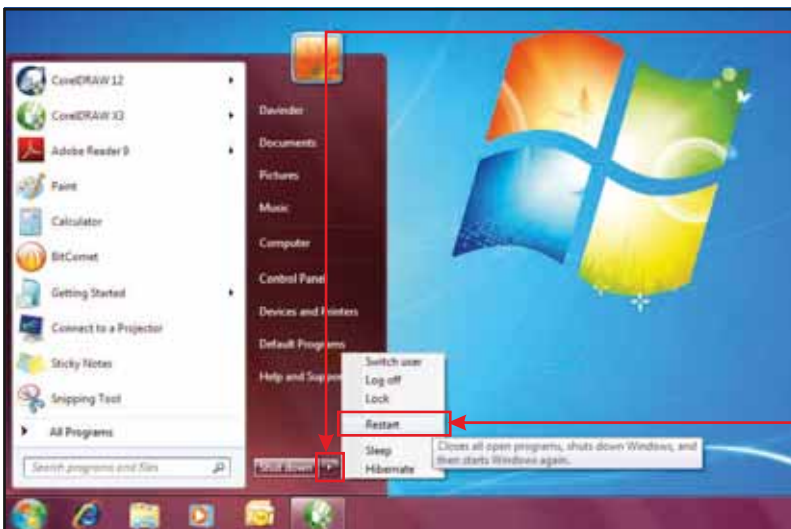
## RESTARTING THE COMPUTER

Restarting the computer means it shuts down and starts up again immediately. If your computer is not operating properly, you can restart your computer to try to fix the problem.



1. Click on the **Start** button.

The **start menu** will appear.



2. Click on **Shut down** arrow.

A **menu** will appear.

3. Click on **Restart**.

Windows shuts down and your computer restarts.



# SHUTTING DOWN THE COMPUTER

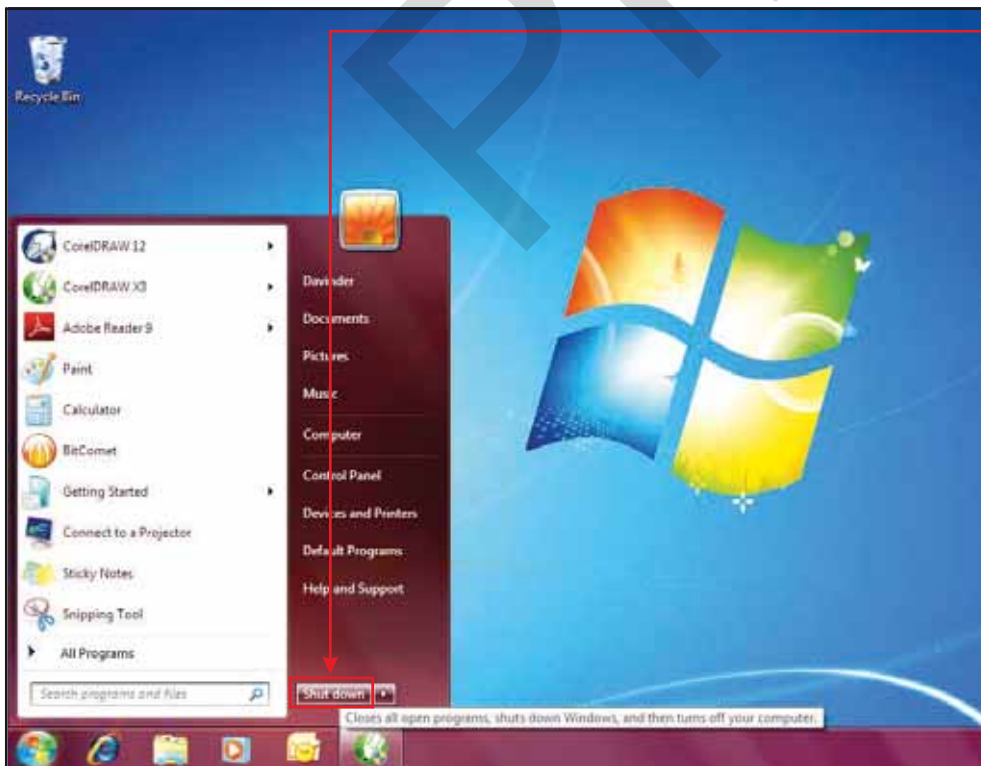


After completing your work, you need to shut down your computer. To shut down a computer properly, follow the given steps:



1. Click on **Start** button.

The start menu will appear.



2. Click on **Shut Down**.

Windows 7 shuts down and turns off the computer.







## SELF EVALUATION

### CHECKLIST

**After reading the chapter, I know these points:**

- I know that Windows is a popular operating system.
- I know that Desktop is the first screen that appears after switching on the computer.
- I know that the small pictures on the desktop are called Icons.
- I know that Start button is located at the bottom left corner of the desktop.
- I know that Taskbar is a long bar located at the bottom of the desktop.

Agree

Disagree

☐
☐
☐
☐
☐
☐
☐
☐
☐
☐


## EXERCISES

**A. Tick [✓] the correct answer.**

1. Windows 7 was developed by  
 a. Microsoft ☐ b. IBM ☐ c. HCL ☐
2. The bar at the bottom of desktop is known as  
 a. Scroll bar ☐ b. Title bar ☐ c. Taskbar ☐
3. The small pictures present on the desktop are called  
 a. Pointers ☐ b. Icons ☐ c. Documents ☐
4. .... button is present at the bottom left corner of the desktop.  
 a. Icon ☐ b. Date & time ☐ c. Start ☐

**B. Fill in the blanks.**

1. .... is the first screen that appears after switching on the computer.
2. Windows is the most popular .....
3. Date & Time are present on the .....
4. .... menu lists all the installed programs in the computer.





**C. Write 'T' for true or 'F' for false statements.**

1. Windows is an Application System Software. ☐
2. The Start button is present on the top left corner of the desktop. ☐
3. Windows 7 is a GUI-based software. ☐
4. The small arrow present on the desktop is called Mouse Pointer. ☐



**D. Answer the following questions.**

1. What is Windows 7?

.....

.....

.....

2. What does a Start button contain?

.....

.....

.....

3. What does a Taskbar show?

.....

.....

.....

4. What is the use of a Mouse Pointer?

.....

.....

.....



**E. Application based question.**

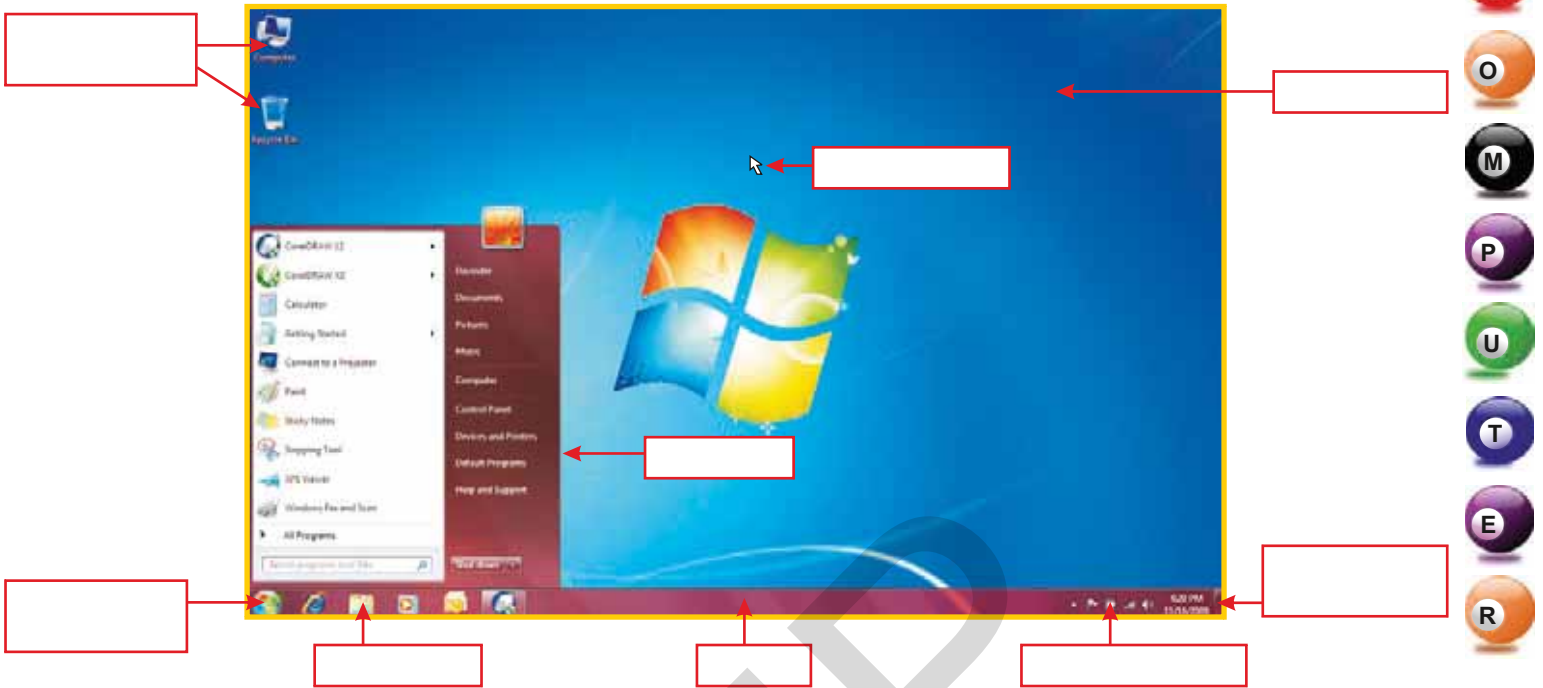
Suman wants to open MS-Paint but she does not know how to do it. Help her to open it.

.....

.....



**F. Label the given screen correctly.**



**G. Find out the different components of Windows 7 screen.**

R	Z	Q	N	S	P	G	W	X	I	Z	K	L	R	P
B	U	S	T	Q	F	P	N	G	C	H	D	R	G	Z
R	W	T	S	D	E	S	K	T	O	P	G	S	N	X
W	R	A	V	T	X	A	R	D	N	C	K	T	X	W
N	G	R	Z	O	D	C	Z	Q	S	B	Y	A	E	R
I	N	T	Q	M	C	B	F	S	A	G	U	R	S	I
P	J	B	F	R	L	Y	D	R	B	K	T	T	M	Y
M	U	U	L	P	O	I	N	T	E	R	L	M	E	L
F	Y	T	Q	F	C	H	K	P	M	N	R	E	N	N
W	T	T	N	T	K	L	I	S	K	O	P	N	E	A
E	Q	O	F	C	G	Q	N	L	H	C	Q	U	I	V
M	A	N	O	T	I	F	I	C	A	T	I	O	N	E



**LAB ACTIVITY**

- Visit your computer lab, start the computer and identify the various components present on the Desktop.
- Learn to shut down the computer by following proper steps.

# FUN WITH MS-PAINT



## Topics Covered

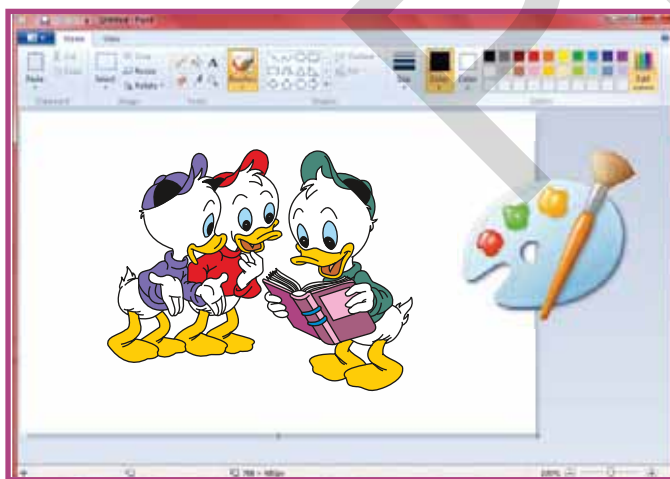
•MS-Paint •MS-Paint Window •Options in the Home Tab •Options in the View Tab •Color Palette •Tools in Paint •Resize and Skew •Flip and Rotate •Zoom In and Zoom Out •Copy and Paste •Cut and Paste •Crop Image •Saving Image

Hello Friends! Do you remember what we had learnt in class 2 about MS-Paint? I hope by now, you must have become experts in drawing shapes and figures. So now, let's learn more about the special features in MS-Paint.



## MS-PAINT

To draw on a paper, you need pencil, rubber, scale and colors.



To draw on a computer, you need MS-Paint. Paint helps you to draw objects on a computer.

**MS-Paint** is a program that is used to create shapes and drawings. To draw shapes and figures, you can use different tools like— Line tool, Curve tool, Polygon tool, Rectangle tool, Oval tool, Pencil tool, etc., available in MS-Paint.

## STARTING MS-PAINT

Follow these steps to open MS-paint.

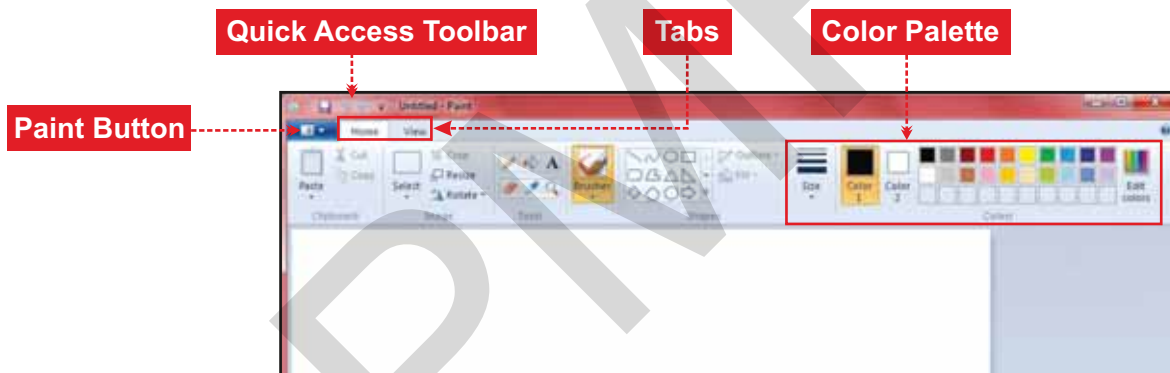
1. Click on **Start** button.
2. Click on **All Programs**.
3. Click on **Accessories**.
4. Click on **Paint**.



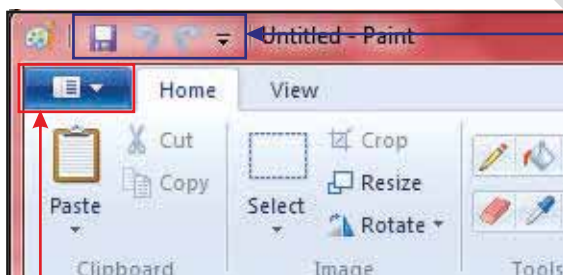
The MS-Paint program will appear on your computer screen.

## MS-PAINT WINDOW

After you open MS-Paint, you will see that the interface is much more modified than the older versions of Paint. Now, all the toolbars are on the top side of the window.



## Quick Access Toolbar



## Paint Button

On the Title bar, there is a **Quick Access Toolbar** with some of the most important buttons: **Save**, **Undo** and **Redo**.

Under the **Quick Access Toolbar**, there is a main toolbar. The first button on the left side is the **Paint button** which opens up the main menu of MS-Paint.

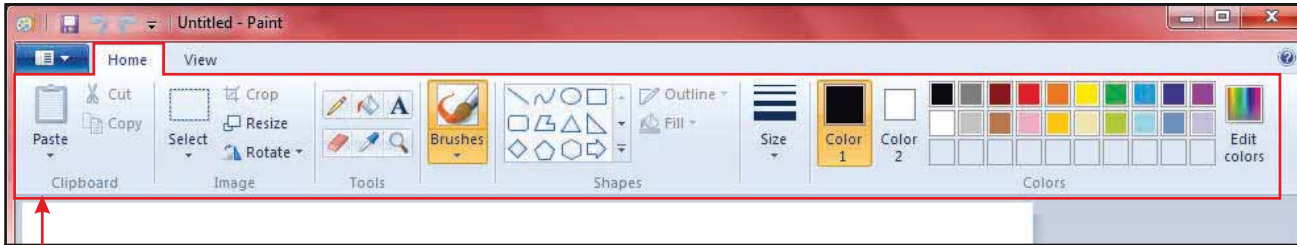




## Tabs



**Home** and **View** are the two tabs in the MS-Paint program.



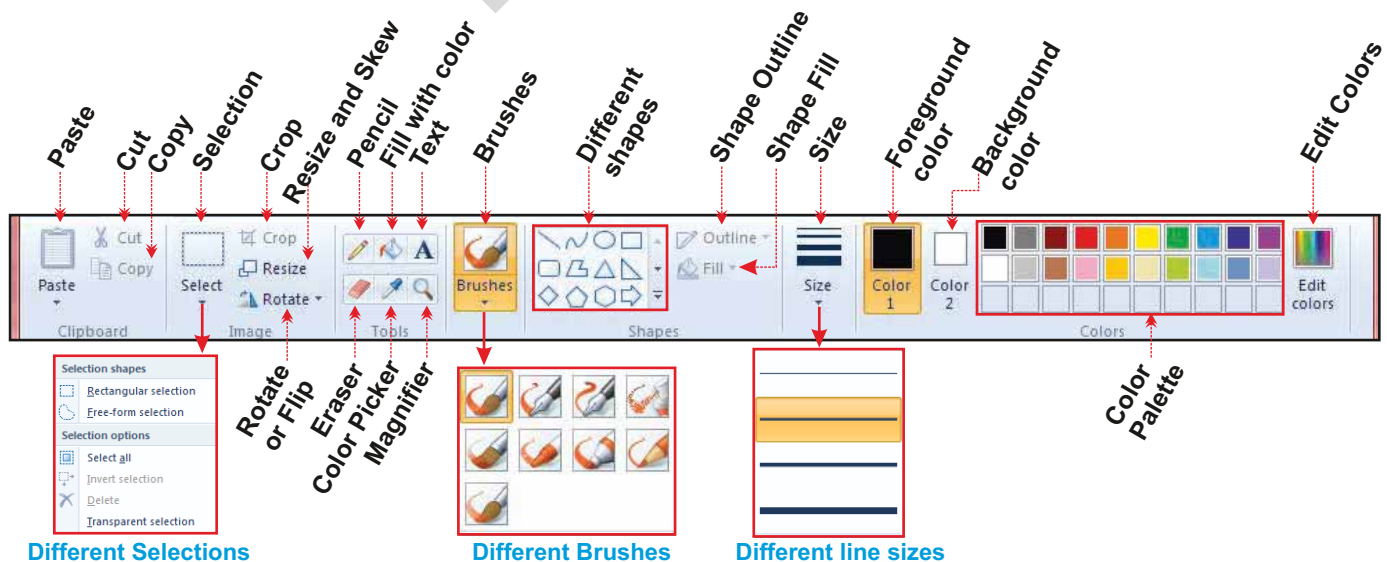
In the **Home** tab, you will get all the main image editing tools that you will work with.



In the **View** tab, you can Zoom In/Out or see an image in Full Screen mode. You can also select to show Rulers and Gridlines on an image which helps you to align elements in an image.

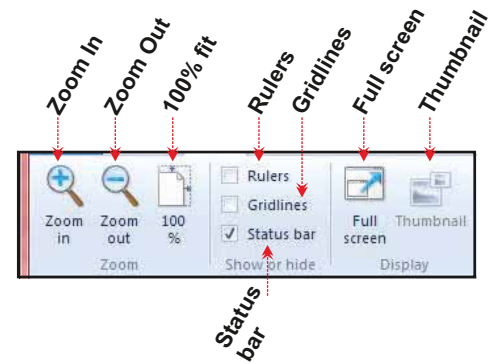
## Options In The Home Tab

In this **Home** tab, you will find many of the new options and features introduced by MS-Paint.



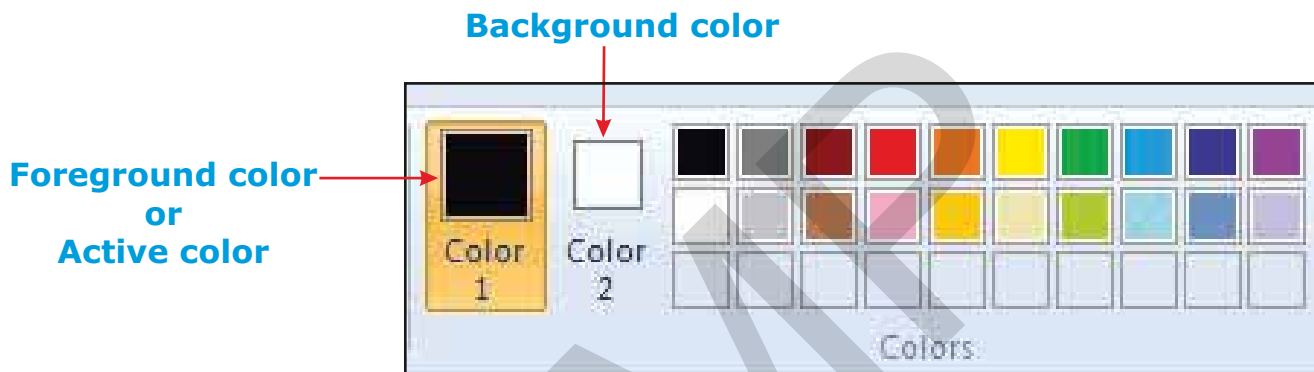
## Options In The View Tab

In the **View** tab, you will find many options and features as shown in the picture.



## Color Palette

Color Palette is a part of the **Home** tab. It is used to select the color you want to work with.



**Color 1** box is the **Foreground color** or **Active color**. When you open MS-Paint, the default active color is black.

**Color 2** box is the **Background Color**. When you open MS-Paint, the default background color is white.

To change a color, make sure that its Color box is in focus, as shown by the yellow background. If it is not, simply click on it and then, in the Palette, click on the color that you want.

### Know the facts

The first version of Paint was introduced with the first version of Windows, i.e., Windows 1.0 in 1985. After 20 years of development, Paint has reached version number 6.1 in Windows 7, 6.2 in Windows 8 and 10.0 in Windows 10.

### Do you Know?

To know and learn about the tools in Paint, point the mouse on the tools. Their names will be displayed.

### Update Your Knowledge

- **Foreground Color** is used with the pencil and brushes tools as well as for shape outlines.
- **Background color** is used with the eraser tool.



## TOOLS IN PAINT



Before moving ahead, let us revise a little about what you have learnt so far.



**Pencil Tool:** You can draw straight, wavy and curved lines with Pencil Tool.



**Eraser Tool:** You can rub the drawing by using Eraser Tool.



**Brush Tool:** It is used to draw free hand lines of different styles.



**Line Tool:** You can draw lines of different thicknesses with Line Tool.



**Rectangle Tool:** You can draw boxes and squares with different borders by using Rectangle tool.



**Oval Tool:** You can draw circles and oval shapes by using the Oval tool.



**Rounded Rectangle Tool:** You can draw rounded rectangle with this tool.



**Polygon Tool:** You can draw triangle or other shapes with this tool.



**Curve Tool:** You can draw curves with this tool.

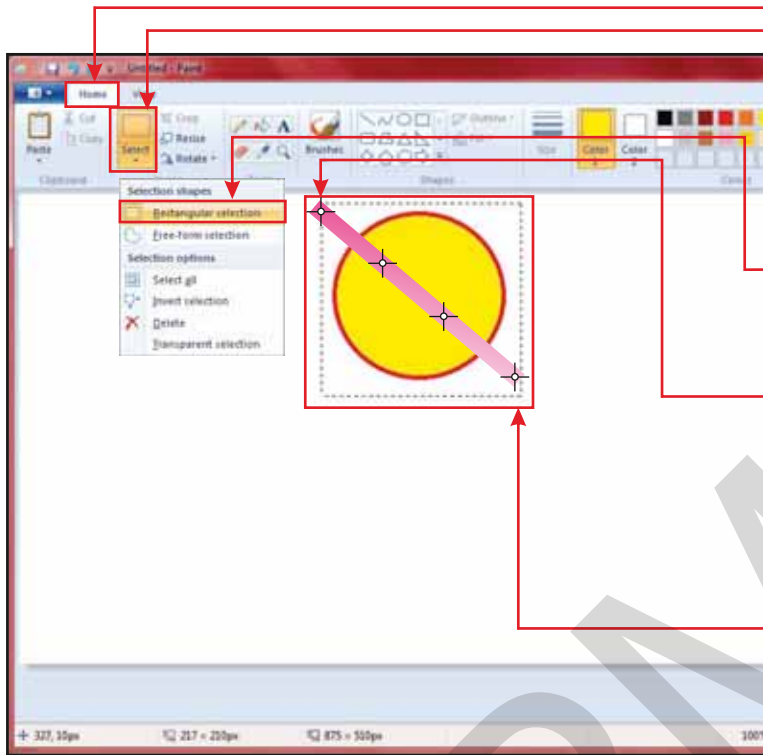


**Text Tool:** You can write in Paint with the help of Text Tool.



## USING SELECT OPTION

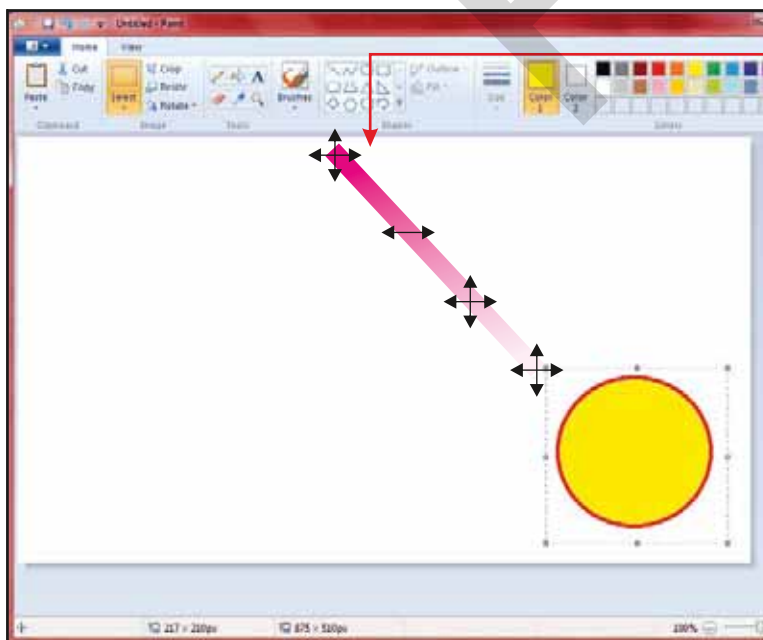
This option is used to select a part or whole drawing. After selecting the drawing, you can move it from one place to another, in Paint window.



1. Click on **Home** tab.
2. Click on the down arrow of **Select**.
3. Click on **Rectangular Selection**.
4. Click and hold the left button and drag the mouse diagonally to select the object.
5. Release the mouse button.

The dotted rectangle shows that the object has been selected.

## Move the Selected Area



1. Click on the selection, and then drag the mouse to move the selection to another area.
2. Release the mouse button.

The object will appear in new location.





## RESIZE AND SKEW



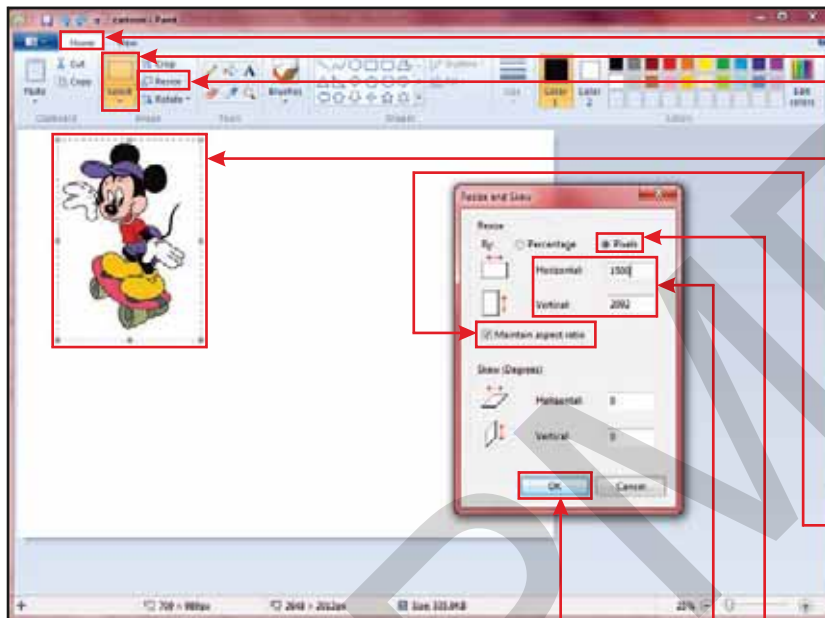
**Resize** command is used to change the size of the drawing by making it smaller or bigger.



**Skew** command is also used to resize the drawing either vertically, horizontally or both so that it appears slanted.



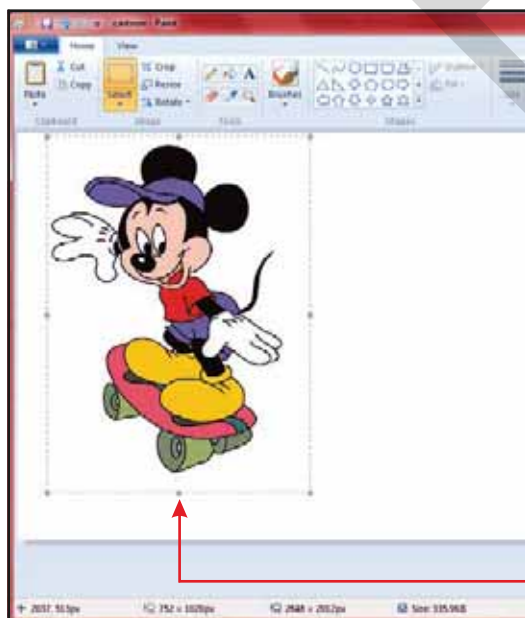
## Resizing an image



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image by dragging the mouse over it.
4. Click on **Resize**.

**Resize and Skew** dialog box appears.

5. Select the **Maintain aspect ratio** check box.
6. Select the radio button of **Pixels**.
7. Type the Horizontal value (width) or Vertical value (height).
8. Click on **OK**.

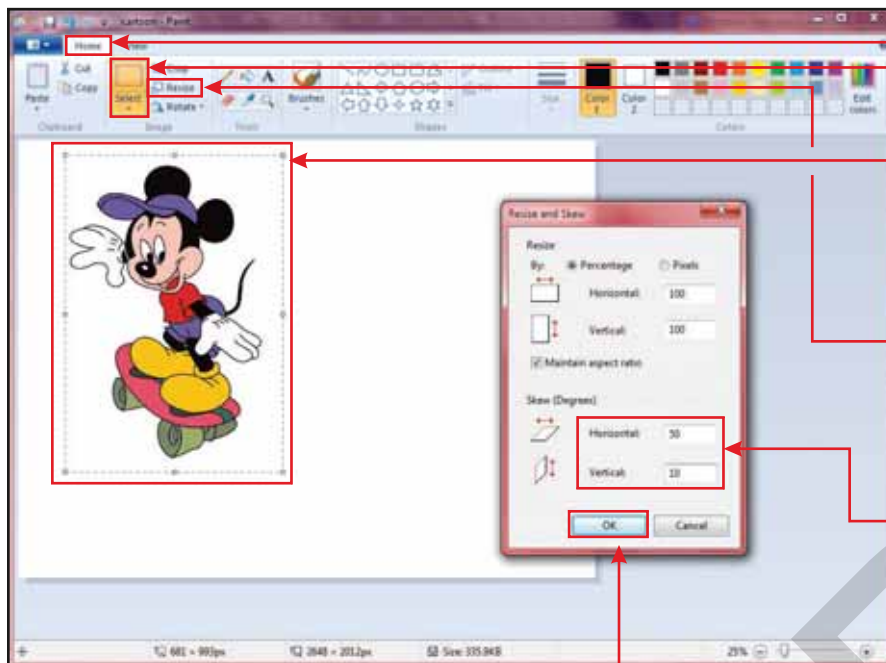


The new size of the image appears.



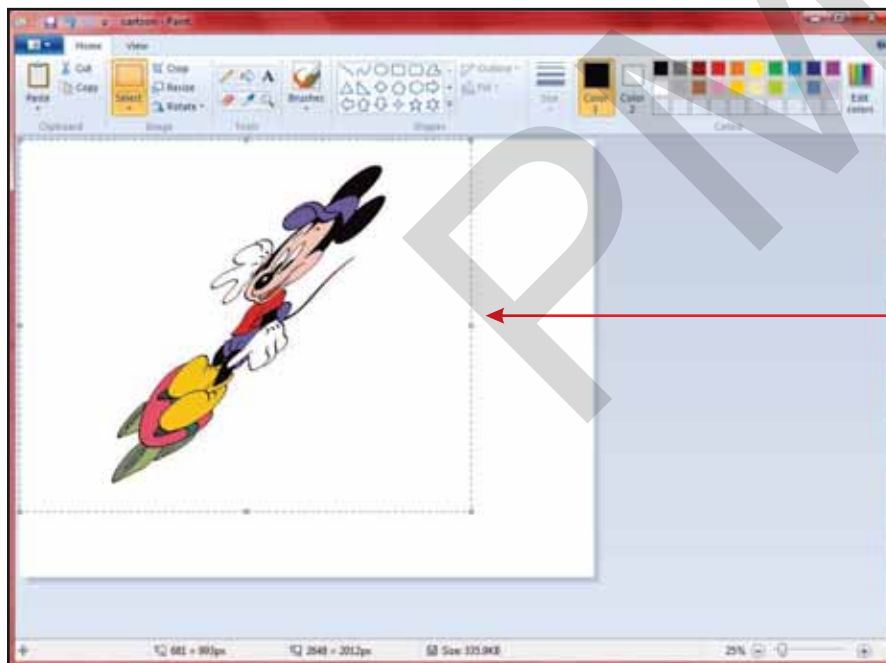


## Skewing an image



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image by dragging the mouse over it.
4. Click on **Resize**.
5. Type the amount of skew in the Horizontal and Vertical boxes.
6. Click on **OK**.

**Resize and Skew** dialog box appears.



The skewed image appears.

### Update Your Knowledge

You may increase the size of eraser by pressing Ctrl and + (plus) and to decrease the size by pressing Ctrl and - (minus).

### Update Your Knowledge

To resize the drawing area and make it larger, drag one of the small white boxes on the edge of the drawing area to the desired size.

### Update Your Knowledge

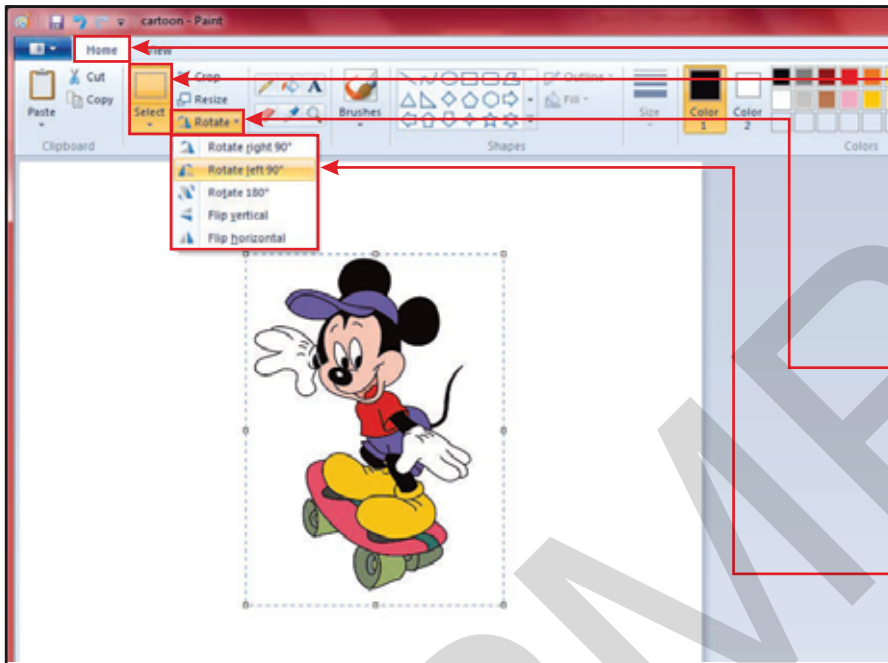
You may increase the selected image size by pressing Ctrl and + (plus) and to decrease the selected image size by pressing Ctrl and - (minus).



## FLIP AND ROTATE

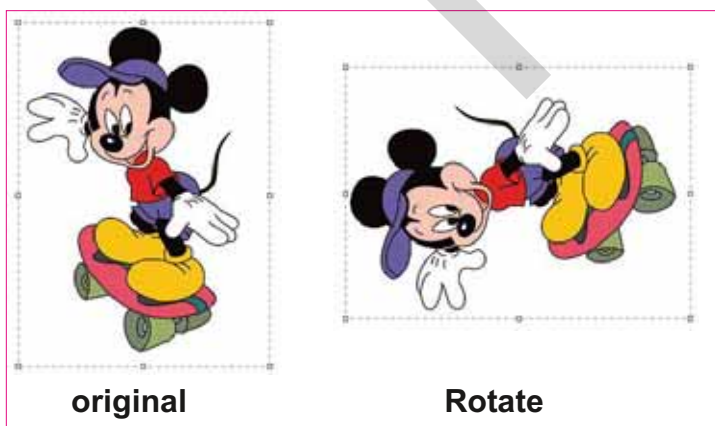


The other feature that MS-Paint provides is Flip and Rotate. **Flip** will create a mirror image of the picture either horizontally or vertically. **Rotate** will change the position of the picture from different angles.

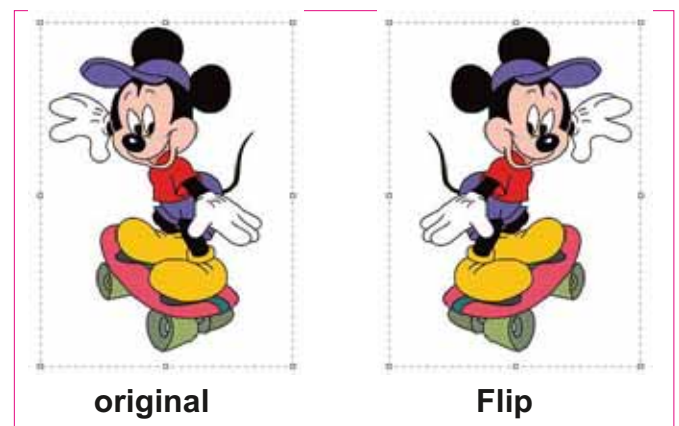


1. Click on **Home** tab.
  2. Click on **Select**.
  3. Select the image by dragging the mouse over it.
  4. Click on **Rotate**.
- Rotate and Flip options appears.
5. Click on rotation direction you want.

or you can click on **Flip** option.



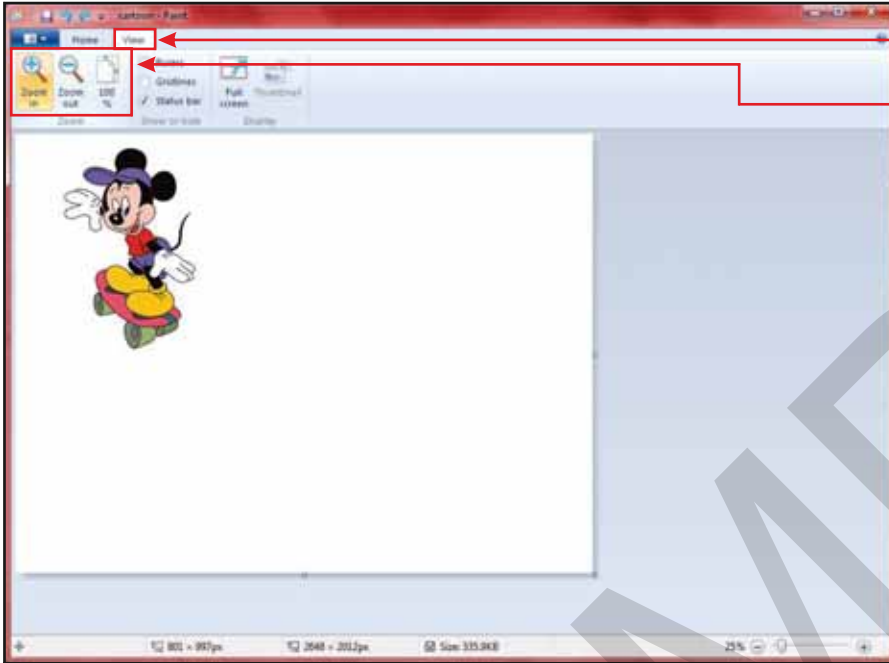
*In this example the image rotates 90° left.*



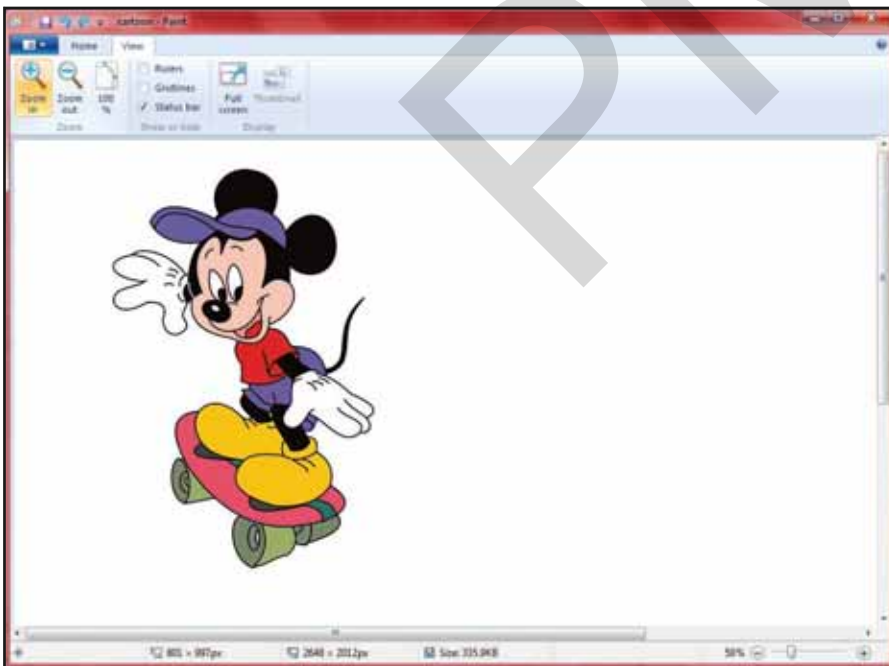
*In this example the image flips horizontally.*

## ZOOM IN AND ZOOM OUT

The Zoom tool is used to get the bigger and closer view of the image. You can use Zoom In and Zoom Out features to see a larger or smaller view of your image.



1. Click on **View** tab.
2. Click on the following options:
  - Click on **Zoom in** to increase the zoom level.
  - Click on **Zoom out** to reduce the zoom level.
  - Click on **100%** to see the actual size of the image.



The image appears according to the option you have selected.

*In this example we have chosen Zoom in option.*

### Update Your Knowledge

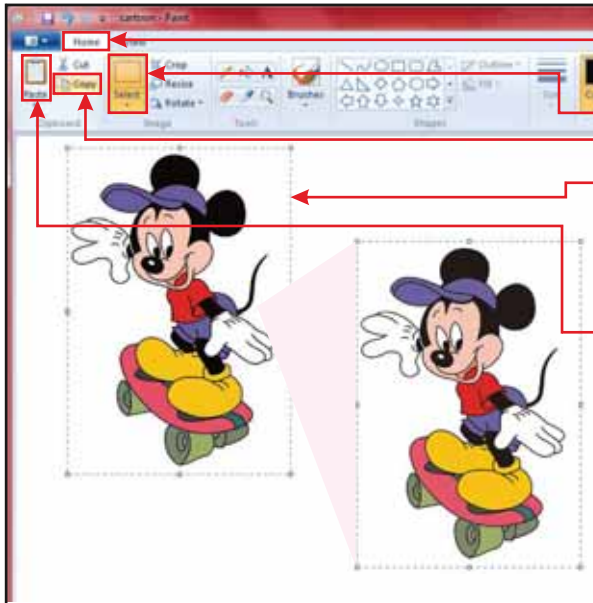
- Press **Ctrl + PgUp** to zoom in the drawing.
- Press **Ctrl + PgDn** to bring the drawing to the original size.



## COPY AND PASTE



Copy/Paste is used to copy the image from one place and paste it to another place. You can save your time by Copy and Paste image, instead of drawing it again and again.



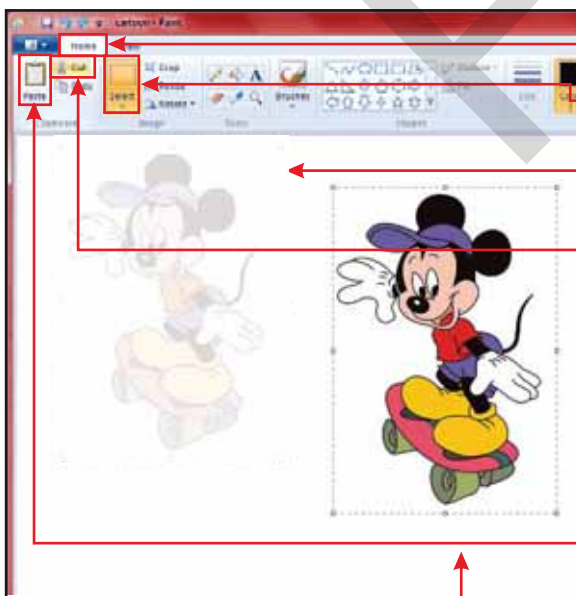
1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image.
4. Click on **Copy**. (Shortcut key: **Ctrl+C**)
5. Click on **Paste**. (Shortcut key: **Ctrl+V**)

The image will appear in the drawing area.

6. Now place the mouse pointer on the selected image and drag it to anywhere in drawing area.

## CUT AND PASTE

Cut/Paste is used to erase the drawing from the place where it has been cut and paste it to another place, in your drawing area.



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the image.
4. Click on **Cut**. (Shortcut key: **Ctrl+X**)

The image will disappear from the Paint window.

Now open the drawing area where you want to place the image.

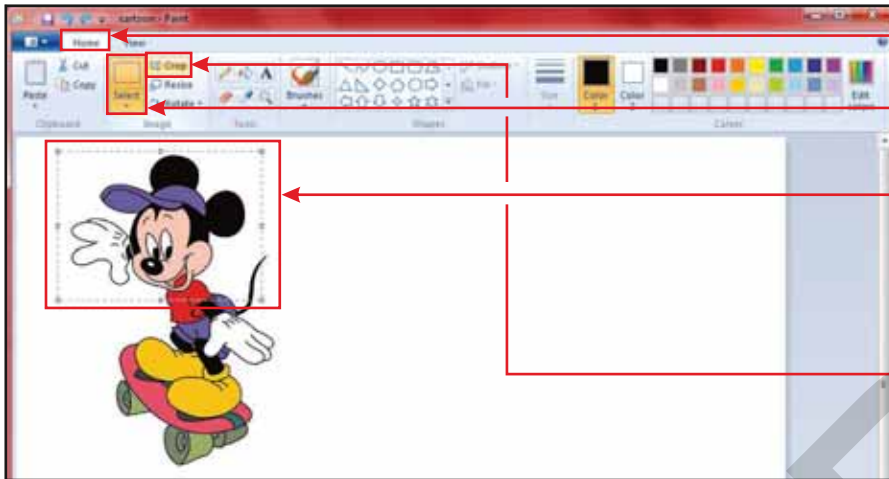
5. Click on **Paste**. (Shortcut key: **Ctrl+V**)

The image will appear in the drawing area.

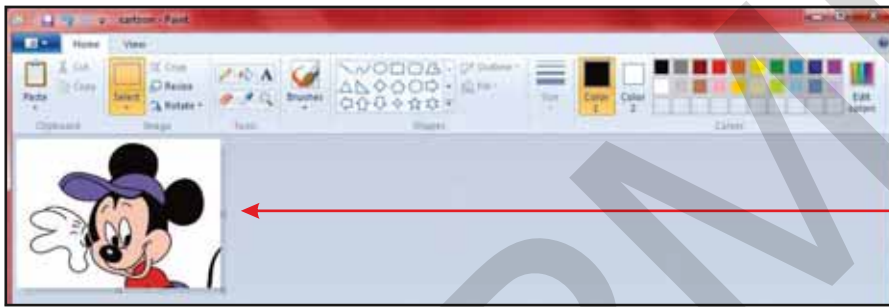


## CROP IMAGE

Crop feature of Paint lets you see the part of the image you have selected. After cropping only selected part of the image is visible.



1. Click on **Home** tab.
2. Click on **Select**.
3. Select the part of the image you want to see.
4. Click on **Crop**.



Only the selected part of the image appears.

## SAVING IMAGE

While drawing your image, you must Save it, side by side, for future use. Follow these steps to save your drawing:

1. Click on **Paint** button. Paint menu will appear.
  2. Click on **Save** option. (Shortcut key: **Ctrl + S**)
- The **Save As** dialog box appears.
3. Type the name for the image in **File name** text box.
  4. Click on **Save** button to save your image.







## SELF EVALUATION

### CHECKLIST

Agree Disagree

**After reading the chapter, I know these points:**



◦ I know that MS-Paint is used to draw different shapes and drawings. ☐ Agree ☐ Disagree



◦ I know that different tools given in the tool box are used to draw images. ☐ Agree ☐ Disagree



◦ I know that Flip command is used to create the mirror image of the picture. ☐ Agree ☐ Disagree



◦ I know that Rotate command is used to rotate the position of an image. ☐ Agree ☐ Disagree



◦ I know that Zoom tool is used to get bigger and closer view of an image. ☐ Agree ☐ Disagree

◦ I know that Crop tool is used to cut the selected part of the image. ☐ Agree ☐ Disagree



## EXERCISES

**A. Tick [✓] the correct answer.**




1. It is a program used to draw pictures

a. MS-Word ☐ b. Notepad ☐ c. MS-Paint ☐

2. This tool is used to delete a part of any drawing

a. Eraser tool ☐ b. New tool ☐ c. Line tool ☐

3. This tool is used to add text

a.  ☐ b.  ☐ c.  ☐

4. The feature that stretches the one end of the drawing

a. Skew ☐ b. Stretch ☐ c. Flip ☐

5. The tool that shows the bigger and closer view of an image

a. Stamp ☐ b. Text ☐ c. Zoom ☐



**B. Fill in the blanks.**

1. You can draw shapes with the help of different ..... in a tool box.
2. .... tool is used to cut the selected part of the image.
3. .... tool is used to move the object from one place to another.
4. .... is used to change the position of picture from different angles.
5. .... will create the mirror image of a picture.
6. You must ..... your image for future use.

**C. Answer the following questions.**

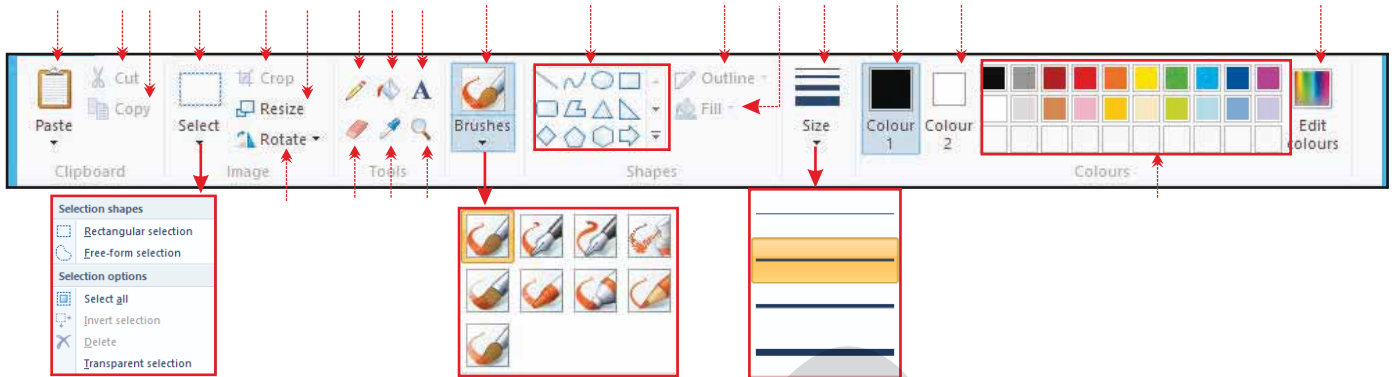
1. How do we draw in MS-Paint?  
.....  
.....
2. What is the use of Resize and Skew?  
.....  
.....  
.....

3. What is the use of Zoom tool?  
.....  
.....
4. What is Crop tool used for?  
.....  
.....
5. Why should you save your drawing?  
.....  
.....





## D. Label the following:



## E. Application Based Question.

Rakesh is drawing a traffic scene in MS-Paint. He has to draw many cars in it. Which option should he use so that he doesn't have to draw cars, again and again?

---



---



## LAB ACTIVITY



## Make a smiley.



## Try the following options:

1. Select one eye using Select tool.
2. Copy and paste the selected eye at right location to make the other eye.

# WORDPAD



## Topics Covered

- WordPad • Starting WordPad • WordPad Window • Entering Text • Saving a Document
- Opening a Saved Document • Selecting Text in a Document • Editing Text • Changing the Font of Text • Changing the Size of the Text • Changing the Font Color • Exiting WordPad

Hello Friends! Now you are familiar with your keyboard and mouse. So, let's have some practical session and practice using them, by typing in a program called WordPad.



## WORDPAD

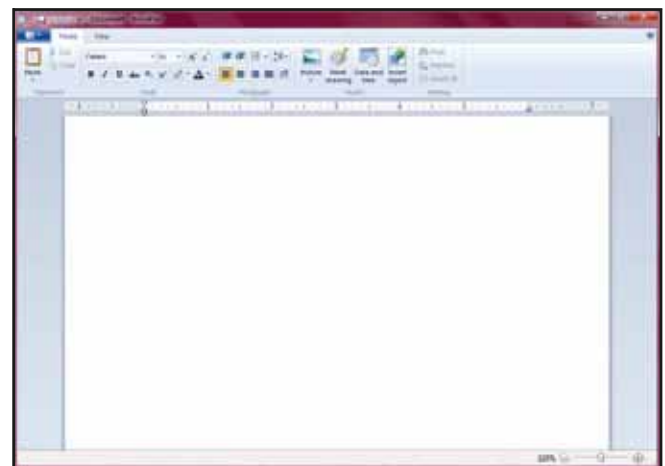
WordPad is a program that is specially meant for typing text. WordPad has many features through which you can make your text appear more beautiful and attractive.



### STARTING WORDPAD

You can open WordPad program by following these steps:

1. Click on **Start** Button.
2. Click on **All Programs**.  
A list of the programs appears.
3. Click on **Accessories**.  
Accessories sub-menu will appear.
4. Click on **WordPad**.  
The WordPad window will appear.

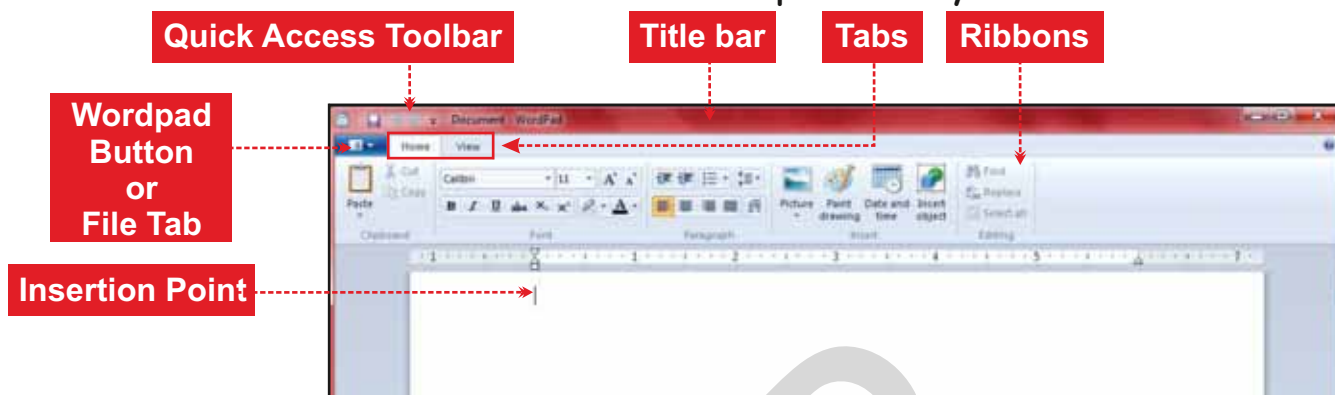


**WordPad Window**



## WORDPAD WINDOW

After you open **WordPad**, you will see that the interface is completely modified in comparison to previous versions of WordPad. Toolbars and Menu bars have been replaced by **Ribbons** and **Tabs**.



**Title Bar:** The top most bar shows the name of the displayed document.

**Quick Access Toolbar:** It displays quick access buttons for Save, Undo, and Redo commands.

**WordPad Button or File Tab:** It displays a menu of file commands, such as New and Open.

**Tabs:** Home and View are two tabs in WordPad.

**Ribbon:** It displays a group of related commands in tabs. Each tab offers shortcut buttons of common tasks.

**Insertion Point:** It is a flashing line on the screen, where you type the text.

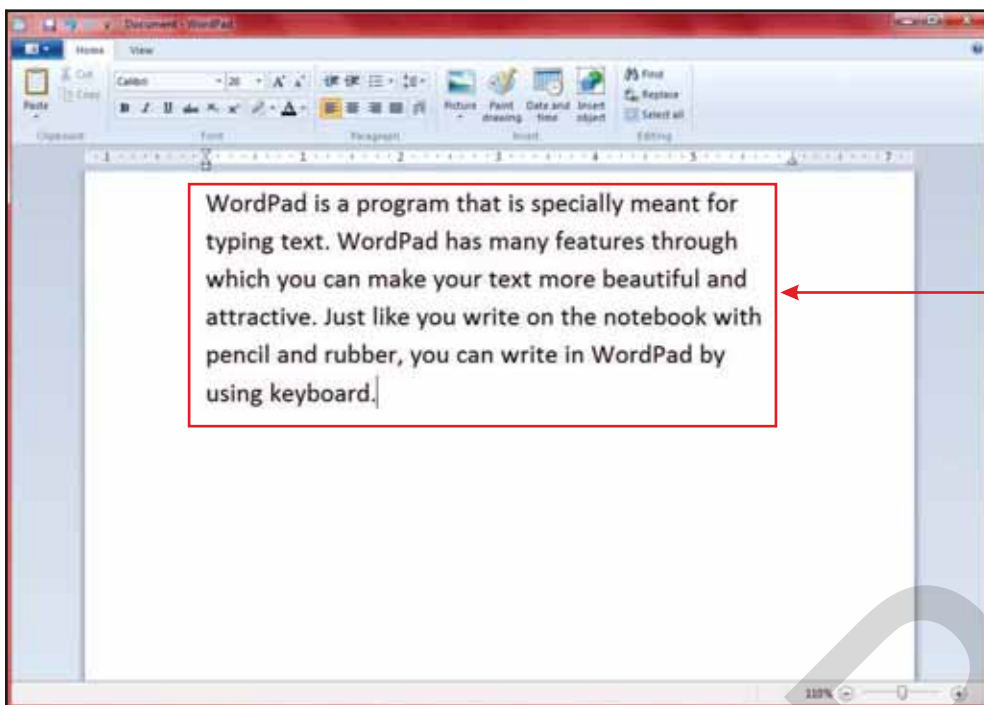
## ENTERING TEXT

The text can be entered with the help of a keyboard.



The text you type will appear where the **insertion point** flashes on your screen.





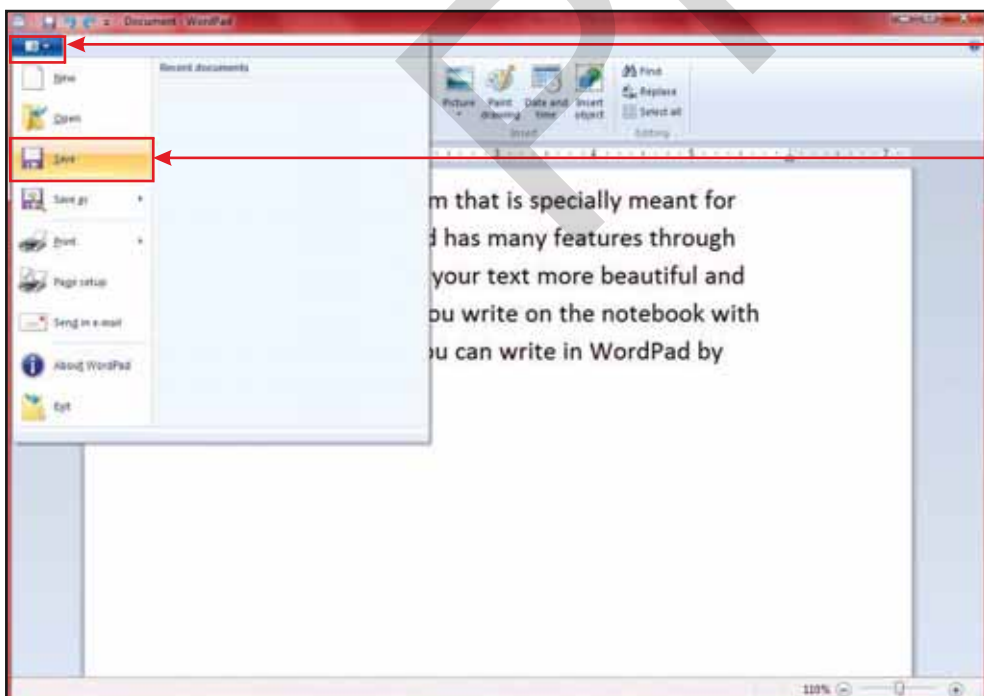
1. Type the text for your document.

When you reach the end of a line, Word Pad automatically sends the text to the next line. You only have to press the **Enter** key when you want to start a new paragraph.



## SAVING A DOCUMENT

After completing your typing work, you can save your document in the computer hard disk. To save the document, follow the steps as:

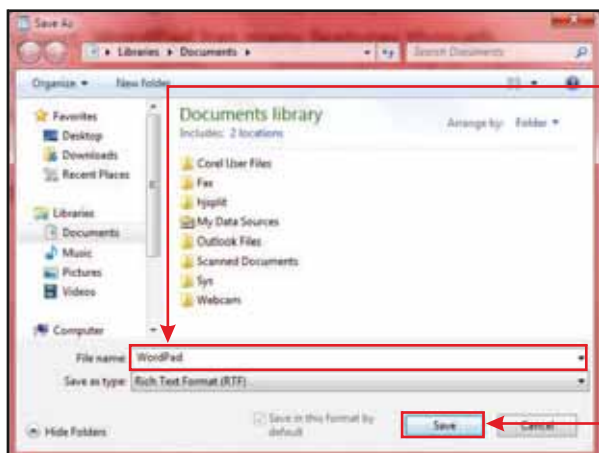


1. Click on **File** tab.

2. Click on **Save**.

The **Save As** dialog box will appear.





3. Type a name for the file in the File name text box.

4. Click on **Save**.

*The WordPad saves the file and the new file name appears on the title bar.*

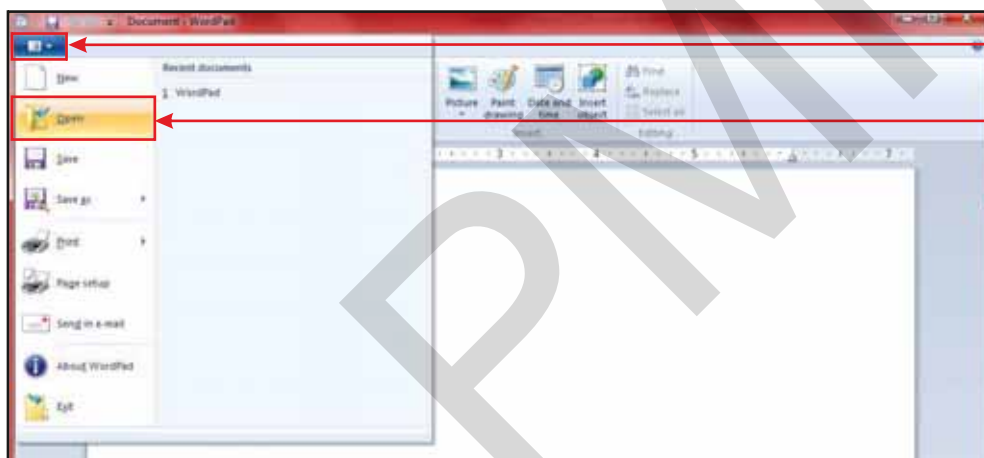
### Update Your Knowledge

Keyboard shortcut to save a document is **Ctrl + S**.



## OPENING A SAVED DOCUMENT

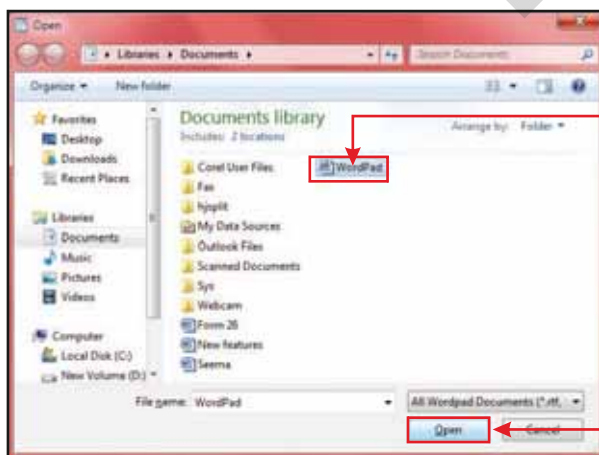
To open a document that has already been saved, you have to follow these steps:



1. Click on **File** tab.

2. Click on **Open**.

*The **Open** dialog box will appear.*



3. Click on the name of the file that you want to open.

4. Click on **Open**.

*The file opens in the WordPad window.*

### Update Your Knowledge

Keyboard shortcut to open a document is **Ctrl + O**.




## SELECTING TEXT IN A DOCUMENT

Before performing any task in WordPad, you must select the text you want to work with. Selected text appears **highlighted** on your screen.

WordPad is a program that is specially meant for typing text. **WordPad** has many features through which you can make your text more beautiful and attractive. Just like you write on the notebook with pencil and rubber, you can write in WordPad by using keyboard.

### Select a word

Double-click on a word to select it.

 WordPad is a program that is specially meant for typing text. WordPad has many features through which you can make your text more beautiful and attractive. Just like you write on the notebook with pencil and rubber, you can write in WordPad by using keyboard.

### Select a line

Single-click on the white space to the left of a line, to select that line.

WordPad is a program that is specially meant for typing text. WordPad has many features through which you can make your text more beautiful and attractive. Just like you write on the notebook with pencil and rubber, you can write in WordPad by using keyboard.

### Select a paragraph

Triple-click on a paragraph to select it.

WordPad is a program that is specially meant for typing text. WordPad has many features through which you can make your text more beautiful and attractive. Just like you write on the notebook with pencil and rubber, you can write in WordPad by using keyboard.

### Long Selection

Drag the mouse until you highlight the text that you wish to select.





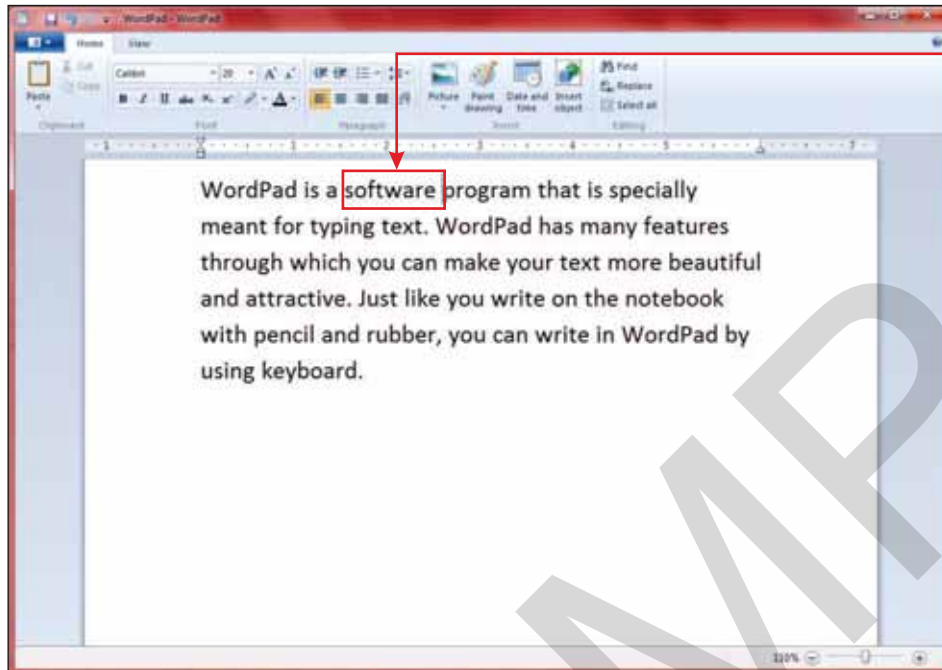
## EDITING TEXT



You can easily edit the text in your document. You can remove or add text according to your need in the document.



### Insert Text

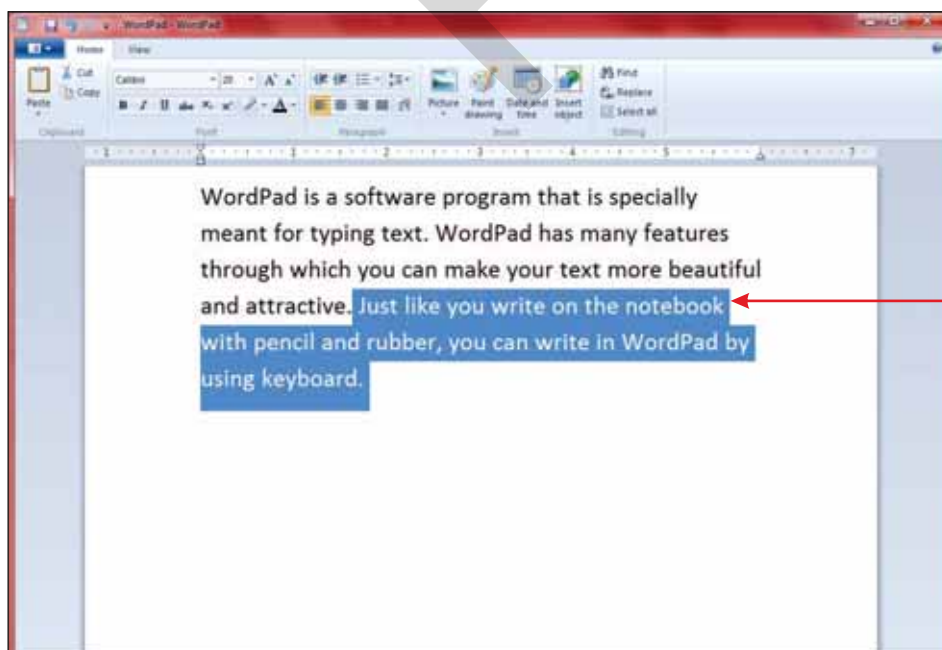


1. Click on the location where you want to insert the text.

The **insertion point** appears and indicates where the text you type will appear.

2. Type the text you want to insert.
3. To insert a blank space, press the **Spacebar** key.

### Delete Text

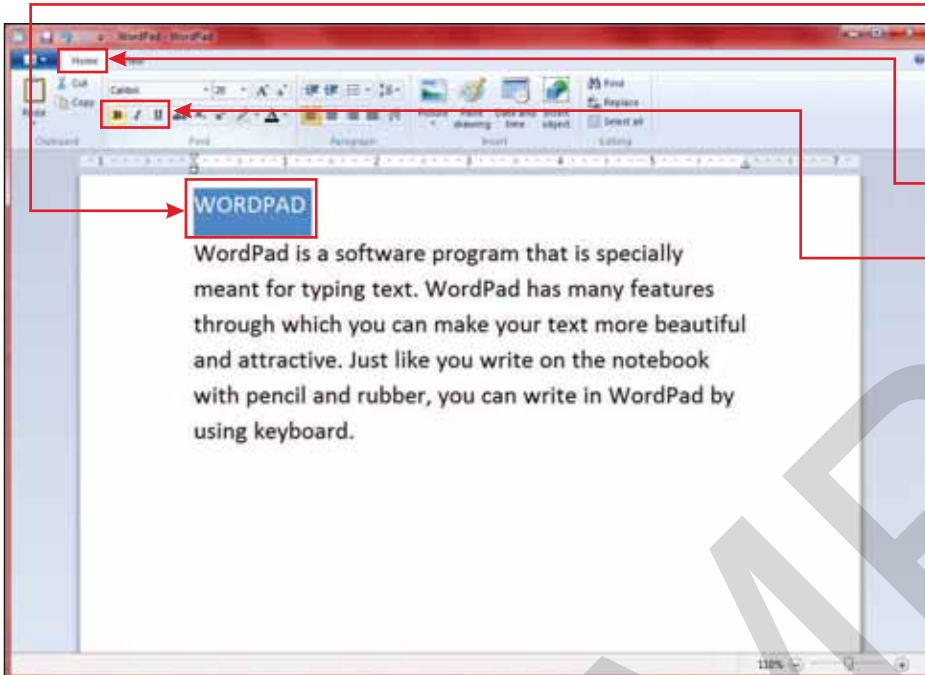


1. To select the text you want to delete, drag the mouse over the text until it is highlighted.
2. Press the **Delete** key from keyboard to delete the text.



## BOLD, ITALIC OR UNDERLINE TEXT

You can bold, italicize or underline text to emphasize information in your document.



1. Select the text for a new style.

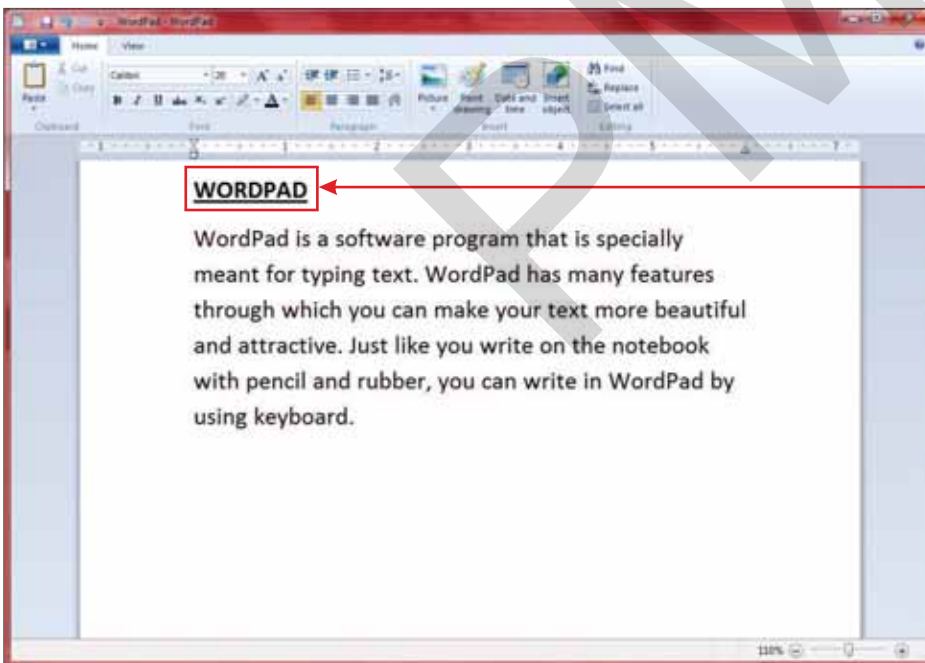
2. Click on **Home** tab.

3. Click on the following options:

Bold 

Italic 

Underline 



The text you have selected appears in the new style.

(In this example we have used **Bold** and **Underline** options.)

*To deselect text, click outside the selected area.*

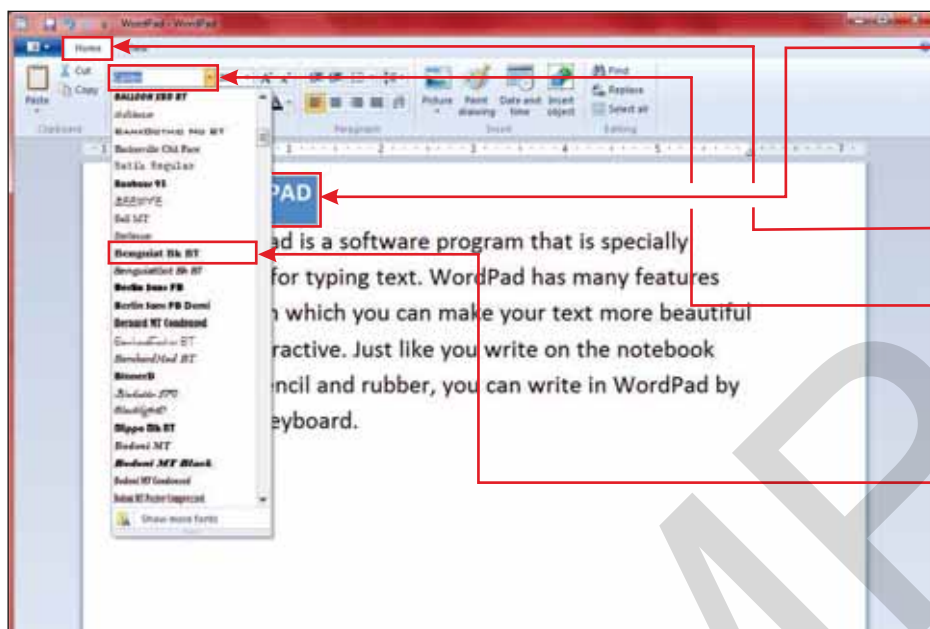
To remove the style, repeat the steps 1 to 3.

WORDPAD	<b>WORDPAD</b>	<i>WORDPAD</i>	<u>WORDPAD</u>
Normal	Bold	Italic	Underline



## CHANGING THE FONT OF TEXT

You can enhance the appearance of your document by changing the font of the text.



1. Select the text you want to change to a new Font.
2. Click on **Home** tab.
3. Click on **Font** to display a list of fonts.
4. Click on the font you want to use, from the list.



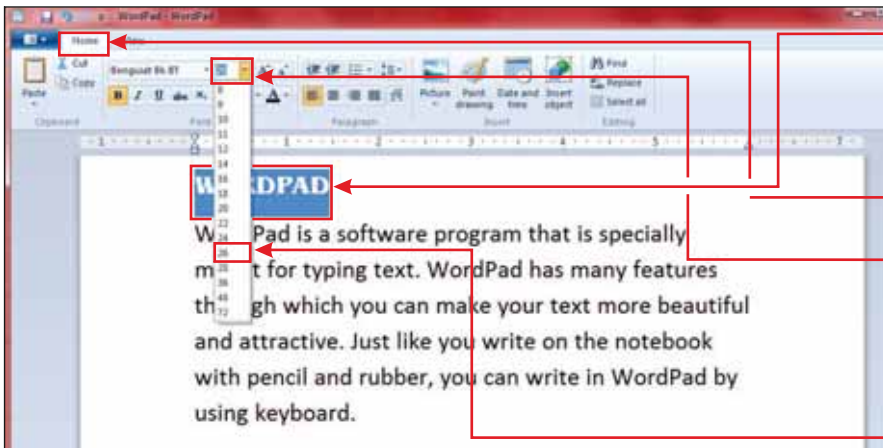
- The selected text changes to the new font.
- To deselect text, click outside the selected area.

### Update Your Knowledge

Keyboard shortcut to bold the text is **Ctrl + B**.  
Keyboard shortcut to italicize the text is **Ctrl + I**.  
Keyboard shortcut to underline the text is **Ctrl + U**.

## CHANGING THE FONT SIZE OF TEXT

You can increase or decrease the size of text in your document.



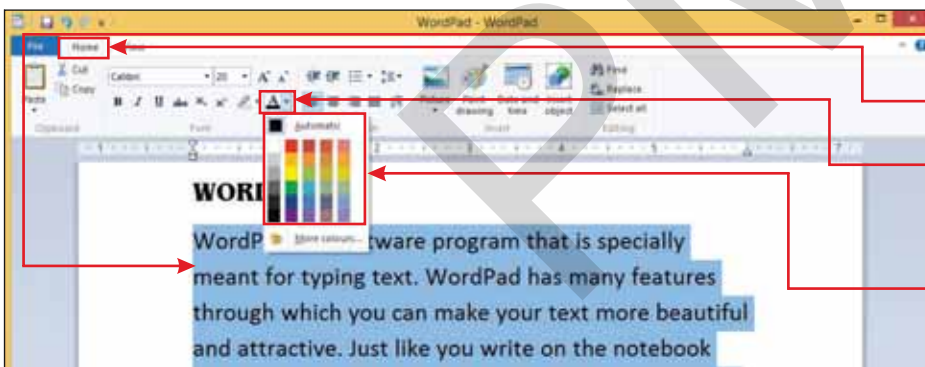
1. Select the text that you wish to make larger or smaller.
2. Click on **Home** tab.
3. Click on **Font Size** to display a list of font sizes.
4. Click on the desired size.

The selected text changes to the new font size.

*To deselect text, click outside the selected area.*

## CHANGING THE FONT COLOR

You can change the color of the text to make it attractive on the screen.



1. Select the text.
2. Click on **Home** tab.
3. Click on **Font Color** button.
4. Click on any color you want to use.

The selected text changes to the new color.

*To deselect text, click outside the selected area.*

## EXITING WORDPAD

After finishing your work, you can exit from WordPad.

1. Click on **File** tab.
2. Click on **Exit**. WordPad will Exit from your computer.



## SELF EVALUATION

### CHECKLIST



**After reading the chapter, I know these points:**



Agree

Disagree


☐
☐

☐
☐

☐
☐

☐
☐

☐
☐


## EXERCISES

**A. Tick [✓] the correct answer.**

1. We can use double click to select a .....

a. Paragraph ☐ b. Word ☐ c. Line ☐

2. Ctrl + S is used to .....

a. Save ☐ b. Open ☐ c. Delete ☐

3. There are ..... tabs in WordPad.

a. One ☐ b. Two ☐ c. Three ☐

4. Single Click on the left of a line is used to select the .....

a. Paragraph ☐ b. Line ☐ c. Word ☐

**B. Match the following.**

1. WordPad

● Contains buttons like Bold and Italic.

2. Home tab

● Closes the WordPad window.

3. Ctrl + O

● Program used to enter text.

4. Ctrl + S

● Opens a saved document.

5. Exit

● Saves a document.

6. B

● Bold



**C. Answer the following questions:**

1. Define WordPad.

.....

.....

.....

2. What is insertion Point?

.....

.....

3. How can we enter the text?

.....

.....

.....

4. Where is the Title bar located and what does it show?

.....

.....



**LAB ACTIVITY**

**A. Open WordPad, create a new document and type the following story:**

**"Thirsty Crow"**

Once there was a crow. He was very thirsty. He found a pot with little water in it.

He got an idea. He put pebbles in the pot. Water rose up. He drank the water and flew away.

**Now perform the following tasks:**

1. Save the document with your name.
2. Close the WordPad window.

**B. Again open WordPad and open the file you saved earlier.**



# LET US START LOGO



## Topics Covered

• LOGO • LOGO Turtle • LOGO Screen • Home of the Turtle • Exiting LOGO

Hello Friends! So far you have learnt how to give commands to a computer through the click of a mouse. Let us learn about a programming language in which commands are given by keyboard.



## LOGO

**L**anguage **O**f **G**raphic **O**riented

LOGO stands for 'Language Of Graphic Oriented'. LOGO is a programming language that is used to draw figures, calculate numbers and print words by giving simple commands with the help of a keyboard. You can draw different shapes and figures on the computer screen with the help of LOGO.

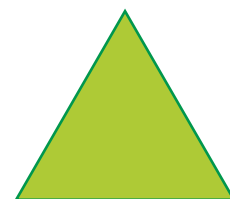
## LOGO TURTLE

LOGO uses **turtle** to draw figures and lines on screen.

Turtle looks like a little **triangle** on the LOGO screen. It works like a pen to draw figures and lines on LOGO.

The pointed end of the turtle is called **head** and the wider end of the turtle is called its **tail**.

Turtle can move right, left, backward and forward on our commands or instructions.



**Turtle**



### Do you Know?

LOGO was designed in 1967 by Daniel G. Bobrow, Wally Feurzeig, Seymour Papert and Cynthia Solomon.



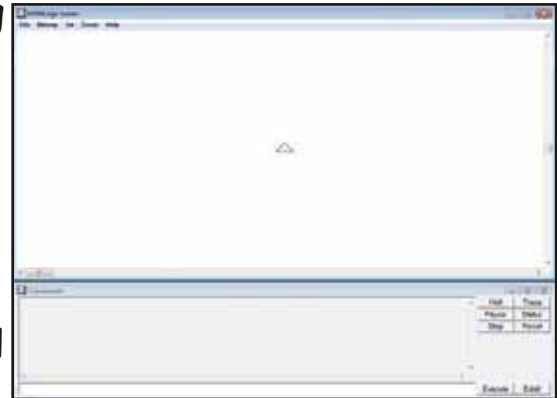


## STARTING LOGO

You can start LOGO program by following these steps:

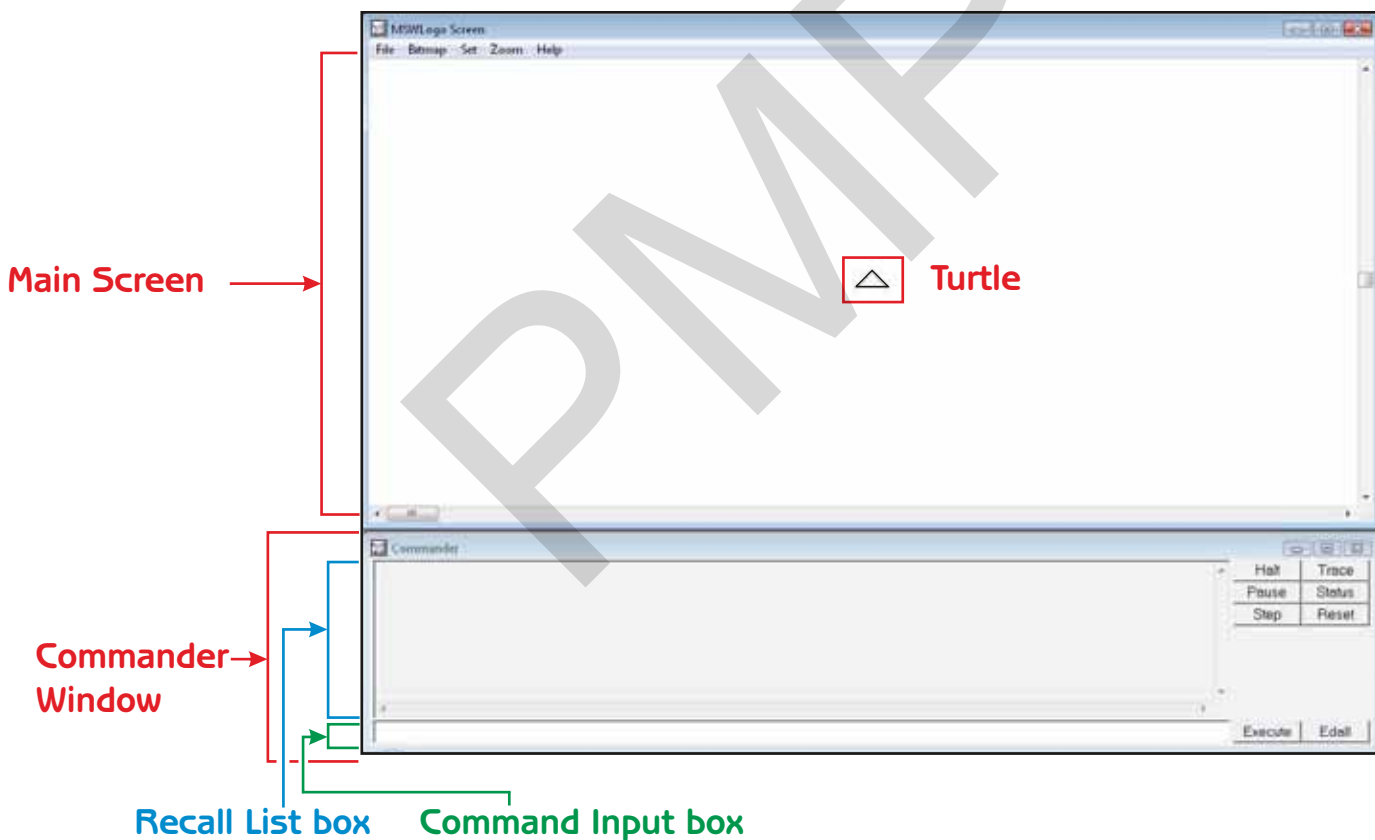
Start your computer to open Windows desktop.

1. Click on the **Start** button.
2. Click on **All Programs**.
3. Click on **MSW LOGO**. The LOGO screen will appear.



## LOGO SCREEN

Before working in LOGO, you must understand the LOGO screen.



As you can see in the picture, the LOGO screen is divided into two parts: **Main screen** and **Commander Window**.

- **Main Screen:** It is the graphic area of the window where the figures are drawn.

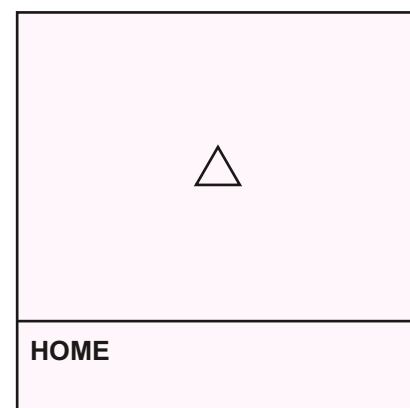
- **Commander Window:** This area of the window is used to write the commands that will draw shapes and figures.

The Commander window is again divided into two parts: **Recall List Box** and **Command Input box**.

- **Recall List box:** Whatever is written in Command Input box is recorded in Recall List box.
- **Command Input box:** All the LOGO commands are entered in this area.

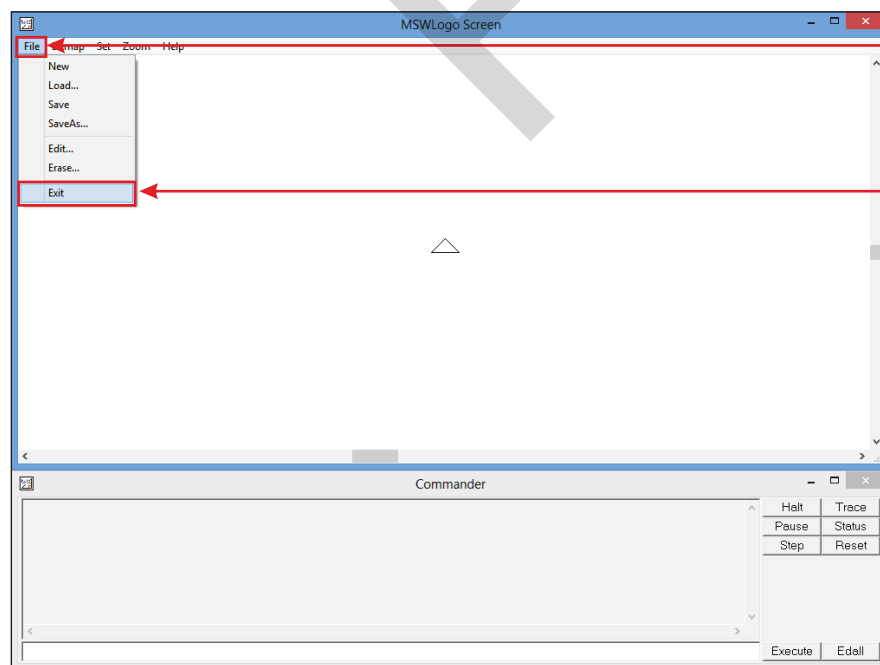
## HOME OF THE TURTLE

Whenever you start LOGO, you can see that turtle is in the middle of the screen. This is the starting position of the turtle and is called **Home** of the Turtle. The blank area where the turtle moves is called the **Field** of the Turtle.



## EXITING LOGO

You can exit LOGO in two ways:



1. Click on **File** menu in the menu bar.

File menu will appear.

2. Click on **Exit**.

### OR

Type '**Bye**' in the command input box and press **Enter** key from the keyboard.



## SELF EVALUATION

### CHECKLIST

After reading the chapter, I know these points:

- |   | Agree                    | Disagree                 |
|---|--------------------------|--------------------------|
| ◦ I know that LOGO stands for Language Of Graphic Oriented.                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| ◦ I know that LOGO is a programming Language.   | <input type="checkbox"/> | <input type="checkbox"/> |
| ◦ I fully know that LOGO screen is divided into two parts-Main Screen and Commander Window. | <input type="checkbox"/> | <input type="checkbox"/> |
| ◦ I know that Commander Window is used to write commands.                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| ◦ I know that a triangle on the middle of the main screen is called Turtle.                 | <input type="checkbox"/> | <input type="checkbox"/> |
| ◦ I know that the middle of the LOGO screen is home of Turtle.                              | <input type="checkbox"/> | <input type="checkbox"/> |



## EXERCISES

A. Tick [✓] the correct answer.

- ..... is the LOGO Turtle.
 

a. ▲ <input type="checkbox"/>	b. ? <input type="checkbox"/>	c. None of these <input type="checkbox"/>
-------------------------------	-------------------------------	---
- LOGO commands are entered in ..... box.
 

a. Command Input <input type="checkbox"/>	b. Recall List <input type="checkbox"/>	c. Main Screen <input type="checkbox"/>
---	---	---
- Pointed end of turtle is known as
 

a. Tail <input type="checkbox"/>	b. Head <input type="checkbox"/>	c. Both a. & b. <input type="checkbox"/>
----------------------------------	----------------------------------	--
- Starting position of the turtle is known as
 

a. Home <input type="checkbox"/>	b. Field <input type="checkbox"/>	c. Logo Prompt <input type="checkbox"/>
----------------------------------	-----------------------------------	---

B. Fill in the blanks.

- LOGO is a ..... language.
- You write commands in LOGO with the help of .....
- The graphic area of LOGO is called .....
- The turtle is like a small .....
- The area where the turtle moves is called ..... of the turtle.





**C. Give one word answer.**

1. A programming language.

.....

2. A small triangle on the screen.

.....

3. Centre of the screen where turtle is located.

.....

4. The area where commands are entered.

.....

5. The area where the turtle moves.

.....



**D. Answer the following questions.**

1. What is LOGO?

.....

.....

2. Name the two parts into which the LOGO screen is divided.

.....

.....

3. What is Turtle? Where is the Turtle located?

.....

.....



**E. Application-based question.**

Sunil wants to open LOGO screen. Help him to open it.

.....

.....



**LAB ACTIVITY**



◦ **In the lab, show the two parts of LOGO screen and explain how to start LOGO.**



◦ **Also show the turtle and tell how and where it moves.**

# COMMANDS IN LOGO



## Topics Covered

- LOGO Commands
- Moving Commands
- Turning Commands
- Hiding and Showing the Turtle
- Pen Commands
- Erasing Commands
- Home Command
- Bye Command
- Drawing Figures in LOGO

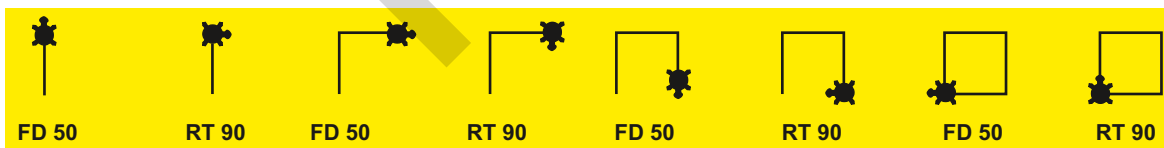
Hello Friends! In the previous chapter, you were introduced to LOGO. Now, you must be keen to know how LOGO works and what commands are given to make turtle draw figures. So, let us learn some commands.



## LOGO COMMANDS

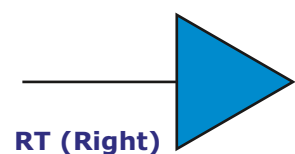
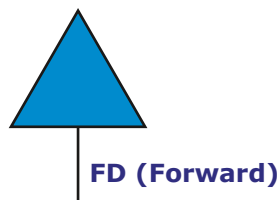
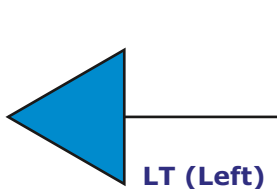
**Commands** are the instructions that you give to the turtle to draw any figure. All the commands in LOGO are written in **Commander Window**. The LOGO commands are also called **LOGO Primitives**.

After each command, you have to press **Enter** key from the keyboard or press **Execute** button on the window, to see the result.



### LOGO commands to make a square


You can turn the turtle by giving commands to turn **RIGHT** or **LEFT**. You can use the smaller words **RT** and **LT**, instead of typing out **RIGHT** and **LEFT**, which means the same thing to the turtle.






 Now, let us learn about the different commands used in LOGO.

## MOVING COMMANDS

 The commands that move the turtle are called **moving commands**.

 You can use **forward** and **backward** commands to move the turtle.

### FORWARD or FD

 This command is used to draw a line by moving the turtle forward by a given number of steps.

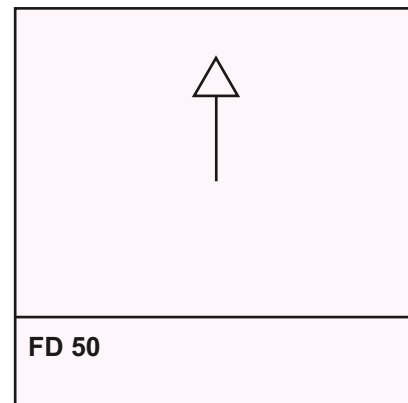
#### Syntax

 **FD <space> (number of steps) <Enter>**

For example

**FD 50 <Enter>**


This will draw a line and move the turtle 50 steps ahead.



Syntax is a set of rules to structure the programs.



### **BACKWARD or BK**


 This command is used to draw a line by moving the turtle backward by a given number of steps.

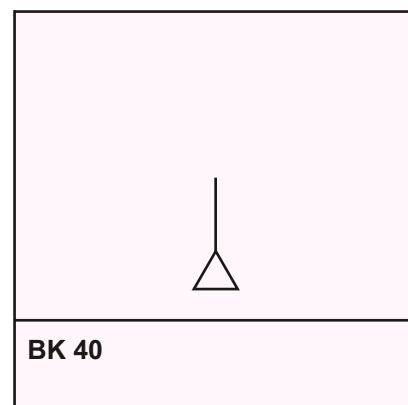
#### Syntax

 **BK <space> (number of steps) <Enter>**

 For example

**BK 40 <Enter>**

 This will draw a line and move the turtle 40 steps back.



## TURNING COMMANDS

To make the turtle move to right or left, you have to turn the head of the turtle.

### RIGHT or RT

This command is used to rotate the head of the turtle towards **right** by given number of turns. The number of turns is given in degrees. You can rotate the turtle from 0 to 360 degrees.

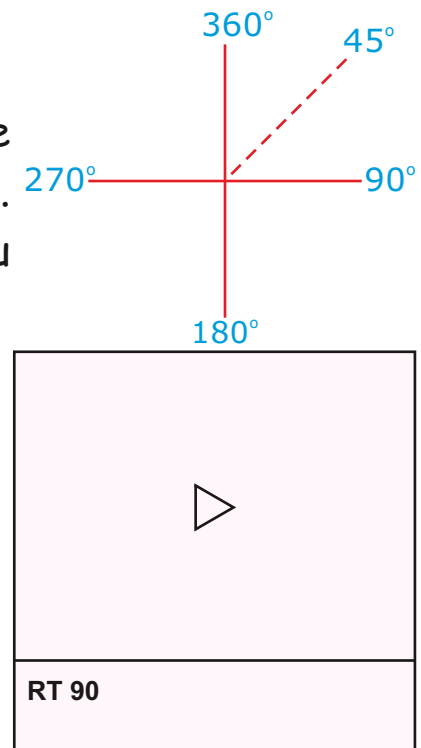
#### Syntax

**RT <space> (number of turns) <Enter>**

For example

**RT 90 <Enter>**

It will turn the head of the turtle 90° towards right.



### LEFT or LT

This command is used to rotate the head of the turtle towards **left** by given number of turns. The number of turns is given in degrees. You can rotate the turtle from 0 to 360 degrees.

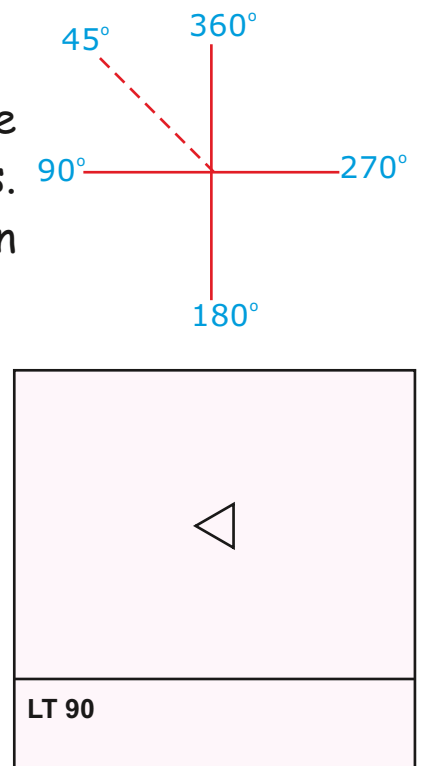
#### Syntax

**LT <space> (number of turns) <Enter>**

For example

**LT 90 <Enter>**

It will turn the head of the turtle 90° towards left.





## HIDING AND SHOWING THE TURTLE



You can show or hide the turtle on the screen.



### HIDETURTLE or HT



This command is used to hide the turtle from the screen.



#### Syntax



HT <Enter>

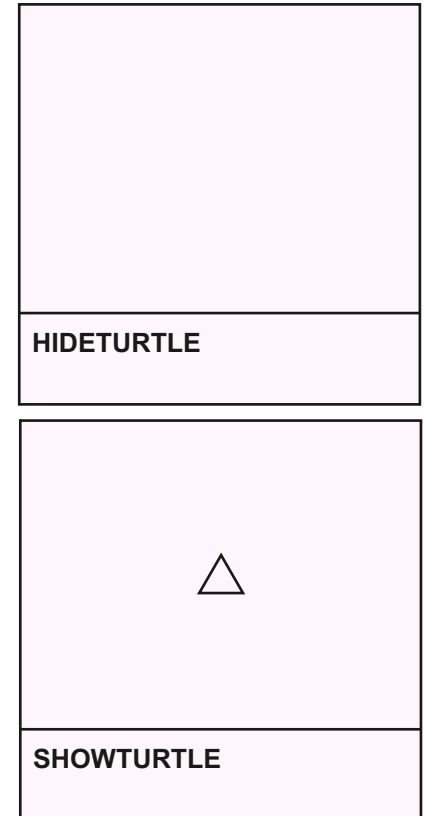


### SHOWTURTLE or ST

This command will show the turtle back on the screen.

#### Syntax

ST <Enter>



## PEN COMMANDS

Turtle has a pen to draw a line on the screen. You can lift the pen up, or down with the help of Pen commands.



### PENUP or PU



A turtle has a pen which draws lines on the screen. If you want to move the turtle without drawing a line behind, then use this command. It will lift the turtle pen up from the screen.



#### Syntax



PU <Enter>



For example

**PU** <Enter>

**FD 50** <Enter>

This command lifts the turtle pen up from the screen and moves 50 steps forward.

### **PENDOWN or PD**

This command instructs the turtle to put the pen down on the screen and continue drawing.

#### **Syntax**

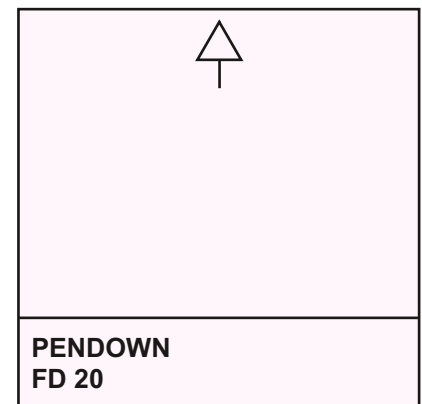
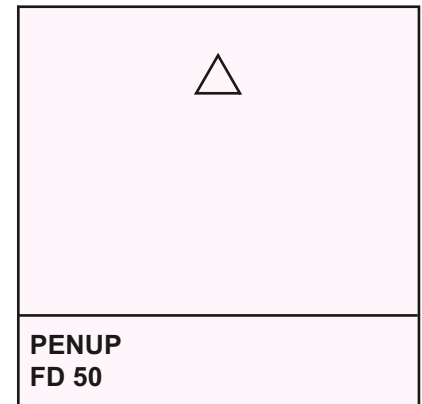
**PD** <Enter>

For example

**PD** <Enter>

**FD 20** <Enter>

This command puts the turtle pen down on the screen and moves it 20 steps forward.



## **ERASING COMMANDS**

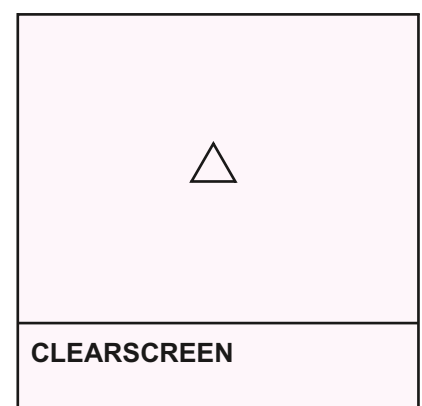
These commands are used to clean up the screen.

### **CLEARSCREEN or CS**

This command is used to erase everything from the graphic area and the turtle will come back to its home.

#### **Syntax**

**CS** <Enter>





## CLEARTEXT or CT



This command is used to clear the text written in Command Input Box or List Box.



### Syntax



CT <Enter>



## PEN ERASE or PE



This command is used to erase a line while moving the turtle.



### Syntax



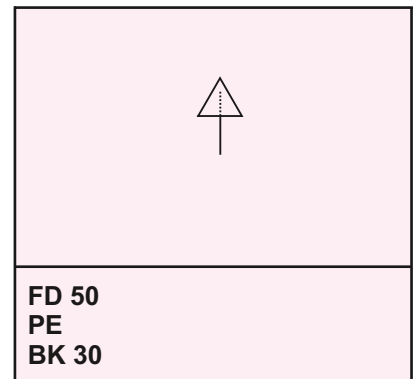
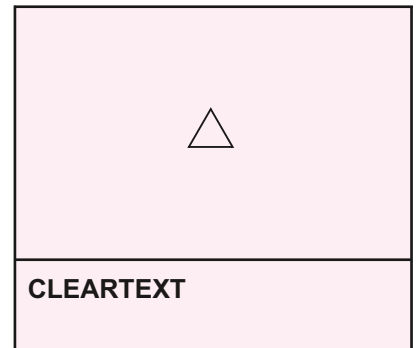
PE <Enter>

For example

FD 50 <Enter>

PE <Enter>

BK 30 <Enter>



## HOME COMMAND

HOME command is used to take the turtle back to its home, from any position, by leaving the line behind.



### Syntax



HOME <Enter> Try it out:



FD 100 <Enter> (Draws a line 100 steps ahead)



RT 90 <Enter> (Turns the turtle head towards right by 90°)



FD 100 <Enter> (Draws a line 100 steps ahead)



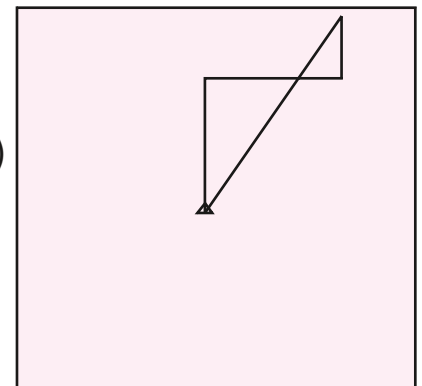
LT 90 <Enter> (Turns the turtle head towards left by 90°)



FD 40 <Enter> (Draws a line 40 steps ahead)



Home <Enter> (Draws a line as it goes back home)





## BYE COMMAND

Bye command is used to exit from LOGO.

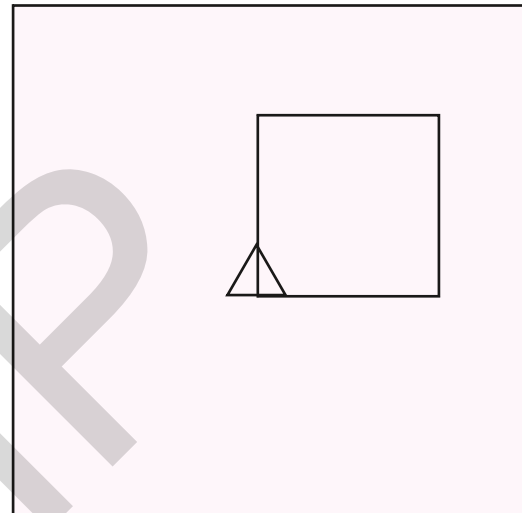
### Syntax

BYE <Enter>

## DRAWING SOME FIGURES IN LOGO

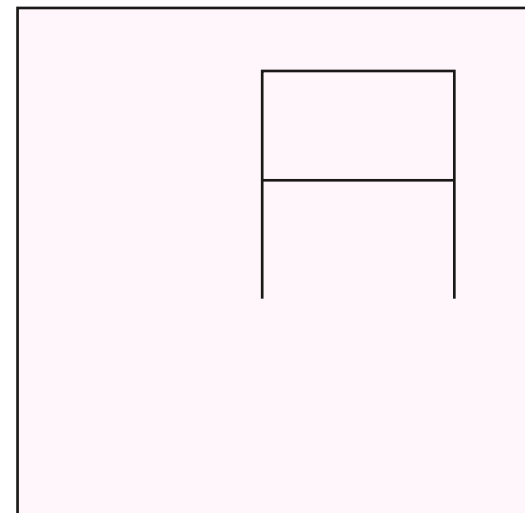
### SQUARE

```
FD      100  ␣
RT      90   ␣
FD      100  ␣
RT      90   ␣
FD      100  ␣
RT      90   ␣
FD      100  ␣
RT      90   ␣
```



### ALPHABET A

```
CS ␣
FD      80   ␣
RT      90   ␣
FD      50   ␣
RT      90   ␣
FD      40   ␣
RT      90   ␣
FD      50   ␣
BK      50   ␣
LT      90   ␣
FD      40   ␣
HT ␣
```



#### Update Your Knowledge

- ␣ means to press **Enter** key for keyboard.
- You must write each instruction on a separate line. When you have completed writing all the necessary instructions, you have written a LOGO program.



## SELF EVALUATION

## CHECKLIST

**After reading the chapter, I know these points:**

Agree

Disagree

- I know that commands are the instructions given in LOGO. ☐ Agree ☐ Disagree
- I know that LOGO commands are also called LOGO Primitives. ☐ Agree ☐ Disagree
- I know that FD and BK command are used to draw and move the turtle forward and backward. ☐ Agree ☐ Disagree
- I know that RT and LT commands are used to rotate the turtle towards right and left. ☐ Agree ☐ Disagree
- I know that PU commands is used to lift the turtle pen up. ☐ Agree ☐ Disagree
- I know that PD commands is used to put the turtle pen down. ☐ Agree ☐ Disagree
- I know that HT and ST commands are used to hide and show the turtle. ☐ Agree ☐ Disagree



## EXERCISES

**A. Tick [✓] the correct answer.**

1. .... command is used to rotate the turtle towards right.
  - a. CS ☐
  - b. SS ☐
  - c. RT ☐
2. .... command will turn the turtle towards left by 90 degrees.
  - a. RT 90 ☐
  - b. RT ☐
  - c. LT 90 ☐
3. The moving commands in LOGO are
  - a. PU & PD ☐
  - b. HT & ST ☐
  - c. FD & BK ☐
4. The command used to put the turtle pen down
  - a. PU ☐
  - b. PD ☐
  - c. FD ☐
5. The command used to bring the turtle to the centre of the screen.
  - a. ST ☐
  - b. Home ☐
  - c. RT ☐

**B. Fill in the blanks:**

1. .... command will move the turtle ahead.
2. .... command will move the turtle 50 steps back.
3. .... and .... are the turning commands.
4. .... command is used to hide the turtle from the screen.

**C. Write 'T' for true or 'F' for false statements.**

1. The RT command will move the turtle forward.
2. PD will erase the drawing from the screen.
3. The LT command is used to turn the turtle to the left.
4. PU is used to lift the turtle pen up.


**D. Match Column A with Column B.**

**Column A**

1. BK
2. LT
3. CS
4. PU
5. FD
6. HOME

**Column B**

- clears all the drawing from screen
- brings the turtle to the home position
- brings the turtle forward
- brings the turtle back
- turns the turtle to the left
- lifts the turtle pen up

**E. Write the full form of the following abbreviations and give the use of each command.**

1. FD .....
2. BK .....
3. RT .....



**F. Write the commands for the following.**

1. To move the turtle 80 steps forward

.....

2. To move the turtle 70 steps back

.....

3. To rotate the turtle left by 45 degrees

.....

4. To rotate the turtle right by 90 degrees

.....

**G. Application Based Question.**

The computer teacher has asked Rohit to draw alphabet 'C' on LOGO. He does not know the right commands to do it. Help him in drawing alphabet 'C' on LOGO, by giving correct commands.

.....

.....

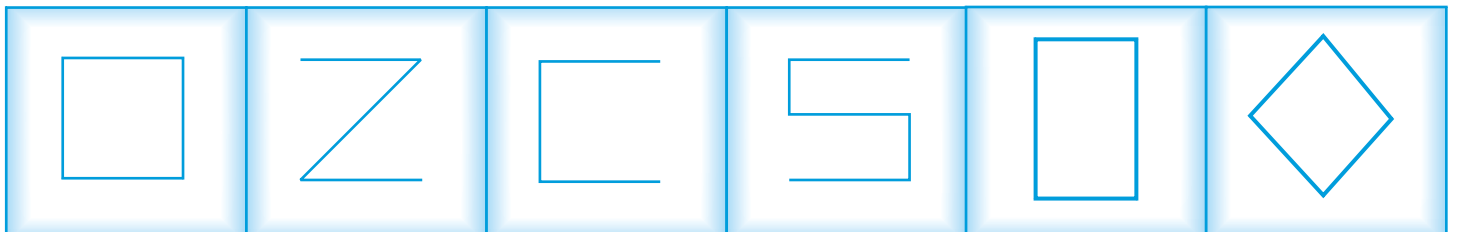
.....

.....

.....

**LAB ACTIVITY**

**Draw the following by using LOGO commands.**



# MICROSOFT WORD



## Topics Covered

- MS-Word 2010 •Word Window •Entering Text •Selecting Text in a Document
- Formatting Text •Saving a Document •Opening a Saved Document •Closing a Document
- Exiting Word

Hi friends, I am back here again. You have already learn WordPad, which is Word Processor software. In this chapter, you will learn Microsoft Word, which is a more advanced Word Processor.



## MICROSOFT WORD 2010

Microsoft Word is a word processor program which helps us to write letters and reports beautifully. You can add borders, shading, tables and graphics in the documents.

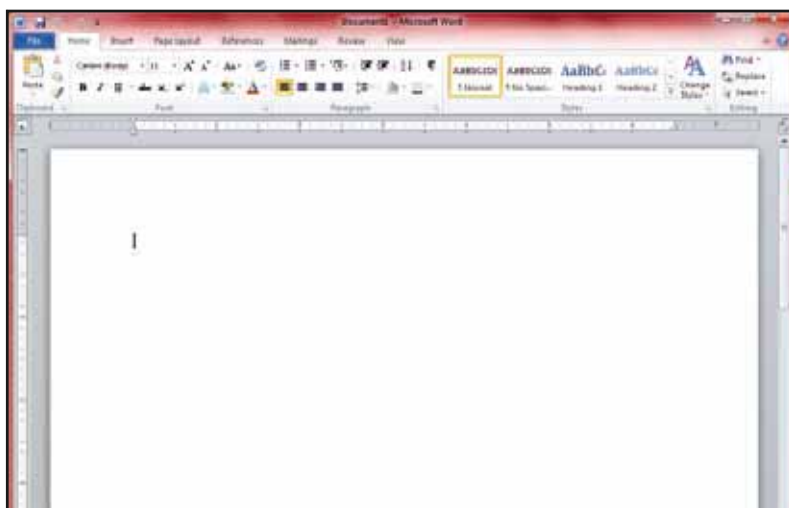


### STARTING WORD 2010

Windows must be running to start Word. Follow these steps:

1. Click on the **Start** button.  
The Start menu will appear.
2. Click on **All Programs**.
3. Click on **Microsoft Office**.
4. Click on **Microsoft Word 2010**.

The **Microsoft Word** will appear with an empty document titled **Document 1**.



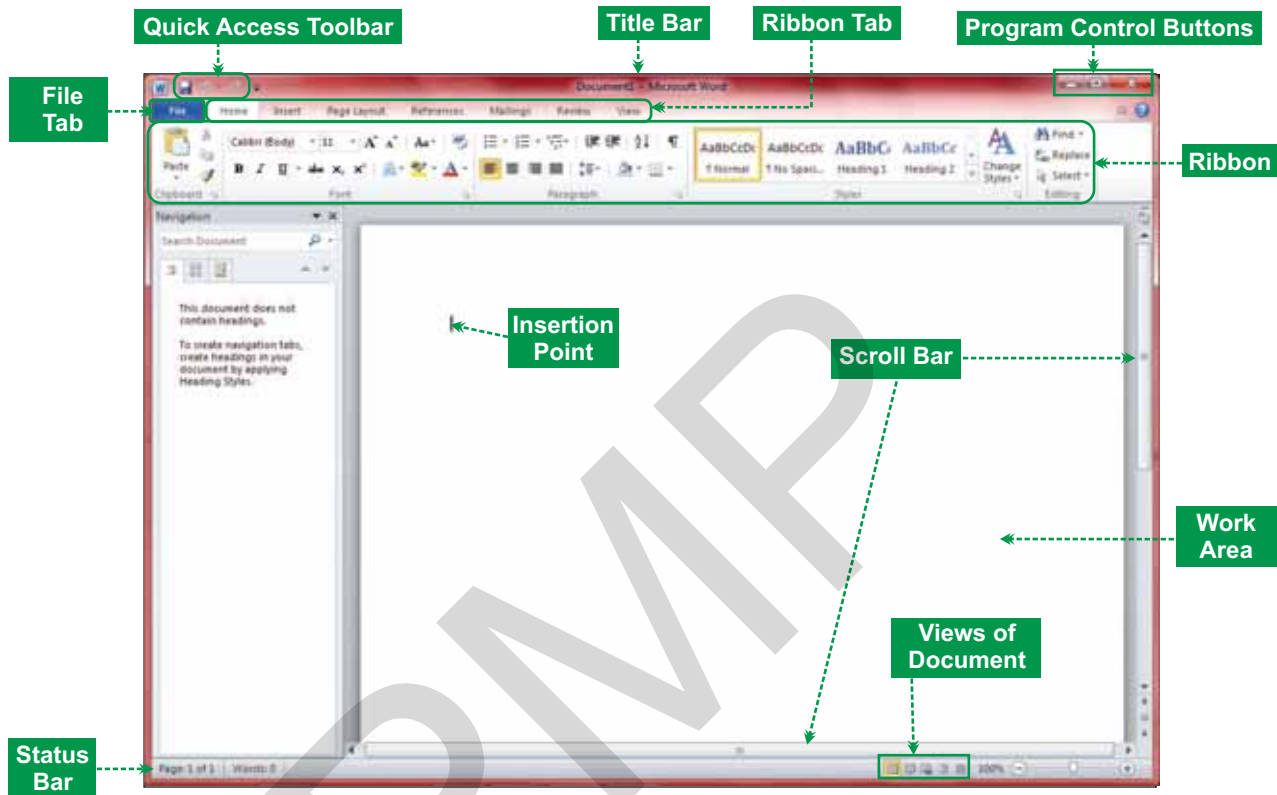




## WORD WINDOW



After starting MS-Word, you will get a window on your desktop. The Word window displays many items that you can use to create and work with your documents.



**Title Bar:** The topmost bar of the window that displays the name of the currently active word document.



**File Tab:** When you click on File tab, a Backstage view appears, which resembles a menu. In Backstage view, you will find a list of commands like— save, open, print, etc.



**Quick Access Toolbar:** It displays quick access buttons for the Save, Undo, and Redo commands.



**Ribbon:** It displays a group of related commands in tabs. Each tab offers shortcut buttons to common tasks.



**Insertion Point:** Insertion point is a flashing line on the screen that indicates where the text you type will appear.

**Ribbon Tab:** Each tab provides a set of tools related to a particular task that you are likely to perform.

**Views of Document:** Provides access to five different views of your document.

**Scroll bar:** The scroll bar helps you to move the contents of a document up, down, right and left.

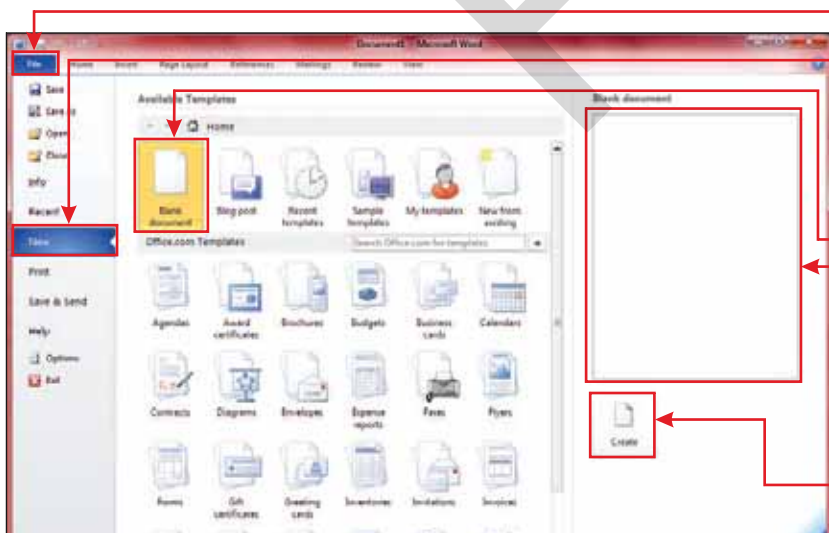
**Status Bar:** It provides information about the area of any document displayed on the screen and the position of the insertion point.

**Program Control Buttons:** Use these buttons to minimize the window, restore the window to full size or close the window.

**Work Area:** It is the area in the document window where you enter or type the text of your document.

## CREATING A NEW DOCUMENT

Creating a new document is like writing on a fresh, new piece of paper. Each time you create a document, you are placing a new piece of paper on your screen.



The screenshot shows the Microsoft Word interface. A red box highlights the 'File' tab in the ribbon. Another red box highlights the 'Blank Document' icon in the 'Available Templates' section. A third red box highlights the 'Create' button at the bottom of the 'Blank Document' preview. A fourth red box highlights the 'Blank Document' icon in the 'Office.com Templates' section. Red arrows point from the numbered instructions to these elements.

1. Click on **File** tab.
2. Click on the **New** button.
3. Click on **Blank Document** in the Templates list.
4. Click on **Create**.

Backstage view will appear.

Sample View of your selected document appears in this area.

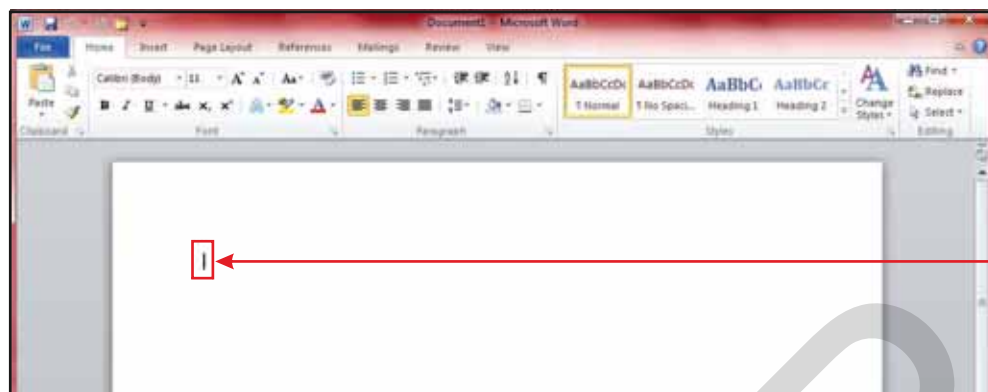
The new document file opens, and you can start working on it.



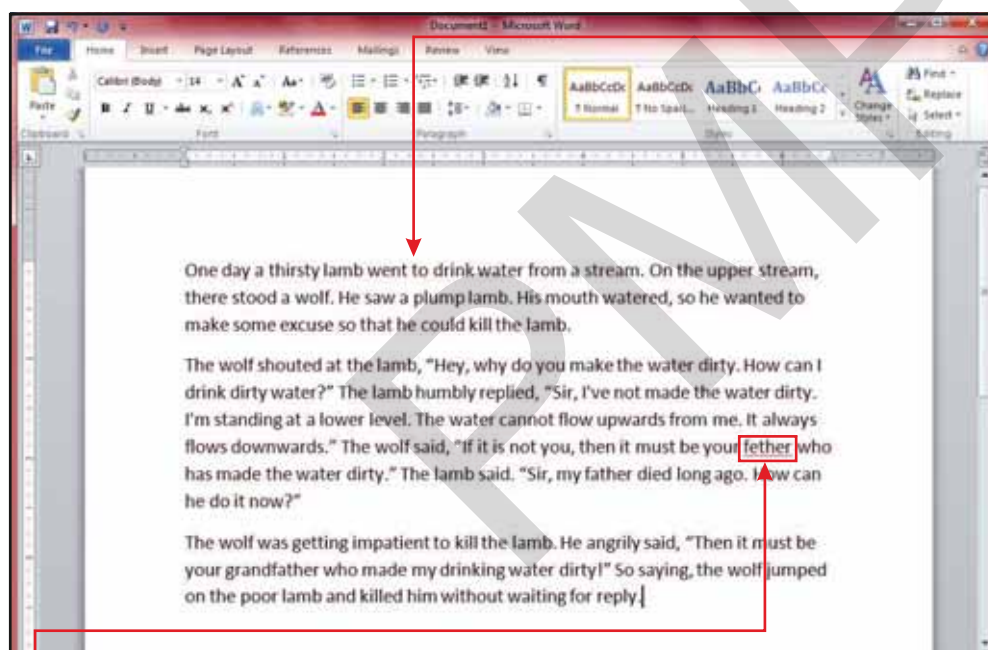
## ENTERING TEXT



The text can be entered with the help of a keyboard. To enter the text, follow the steps as:



The text you type will appear where the **insertion point** flashes on your screen.



1. Type the text for your document.

When you reach the end of a line, Word automatically sends the text to the next line. You only have to press the **Enter** key, when you want to start a new paragraph.

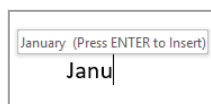


Word automatically underlines misspelled words in red and grammatical errors in green.

### Update Your Knowledge

#### Enter Text Automatically

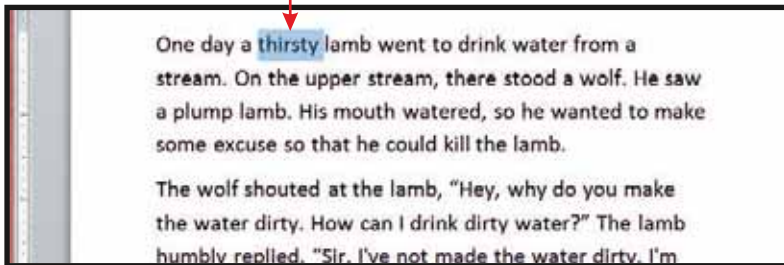
Word enters some of the common words automatically, while you start typing it. For e.g. begin typing a common word, phrase or date like 'Janu'. The Word suggests common words and phrases based on what you type (January). You can press the **Enter** key to let Word finish typing the word, phrase, or month for you. You can keep typing to ignore Word's suggestion.



# SELECTING TEXT IN A DOCUMENT

Before performing any task in Word, you must select the text you want to work with. Selected text appears **highlighted** on screen.

## Selecting a word

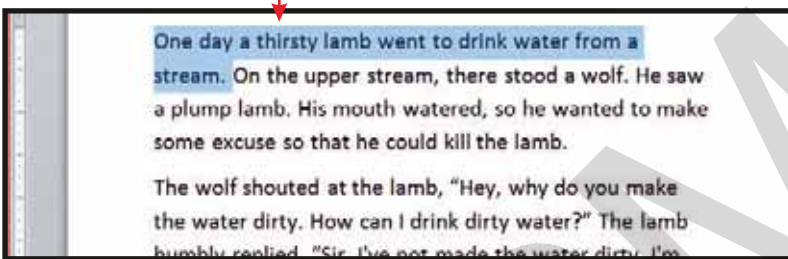


Double-click the word you want to select.

The **word** will be selected.

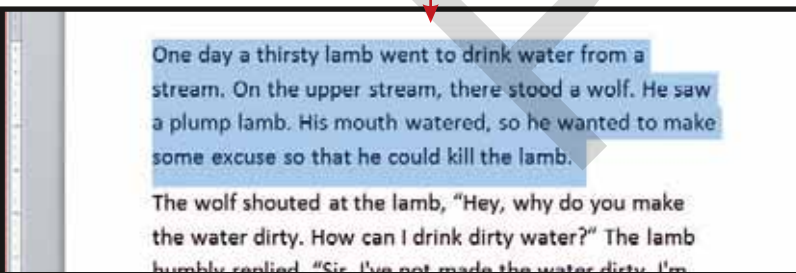
To deselect text, click outside the selected area.

## Selecting a sentence



1. Press and hold down the **Ctrl** key from the keyboard.
2. While holding down the Ctrl key, click the sentence you want to select.

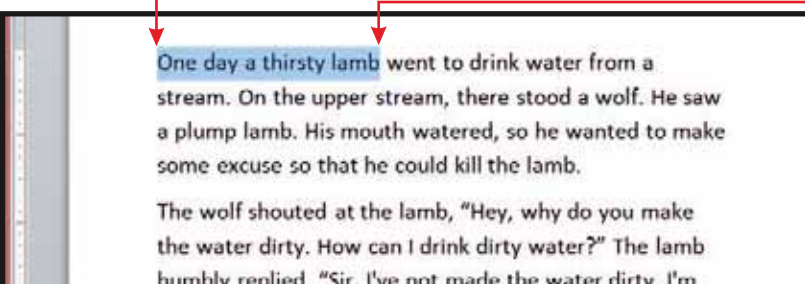
## Selecting a paragraph



Place your mouse pointer over the paragraph you want to select and then quickly click **three times**, to select a paragraph.

The whole paragraph will be selected.

## Selecting any amount of text



1. Place your mouse pointer over the first word you want to select.
2. Drag the mouse pointer over the text you want to select.







## FORMATTING TEXT



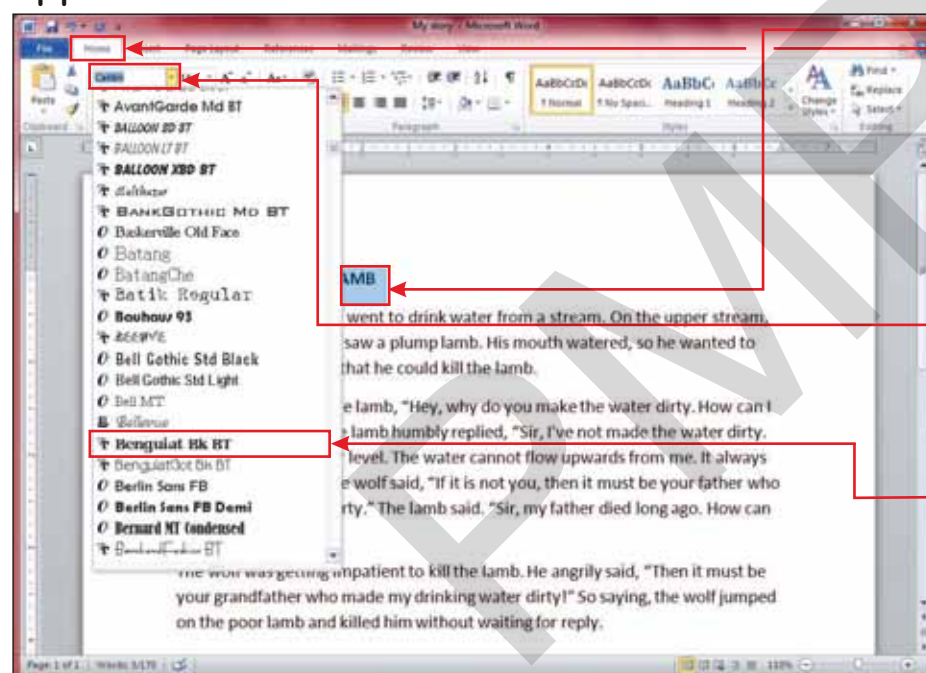
**Formatting** means making any changes to the text and document so that it should look attractive and beautiful. You can format text by modifying the font; font size and color; making it bold, underline or italicize; changing the alignment of the text, etc. Now we will learn the different ways of formatting the text.



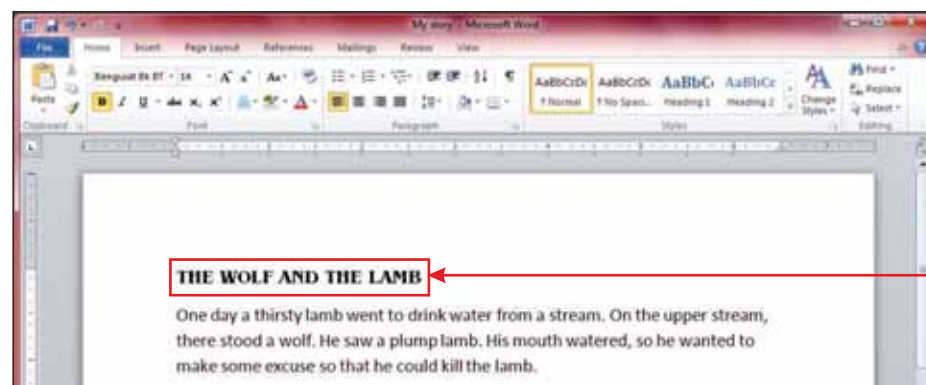
### CHANGING FONT OF THE TEXT



You can change the font style of the text to enhance the appearance of the document.



1. Select the text you want to change to a different font style.
2. Click on **Home** tab on the ribbon.
3. Click on the drop down arrow of **Font Style**.
4. Click on the font you want to use.



- The text you selected is changed to the new font.
- To deselect text, click on any area outside the selected area.*

### Update Your Knowledge

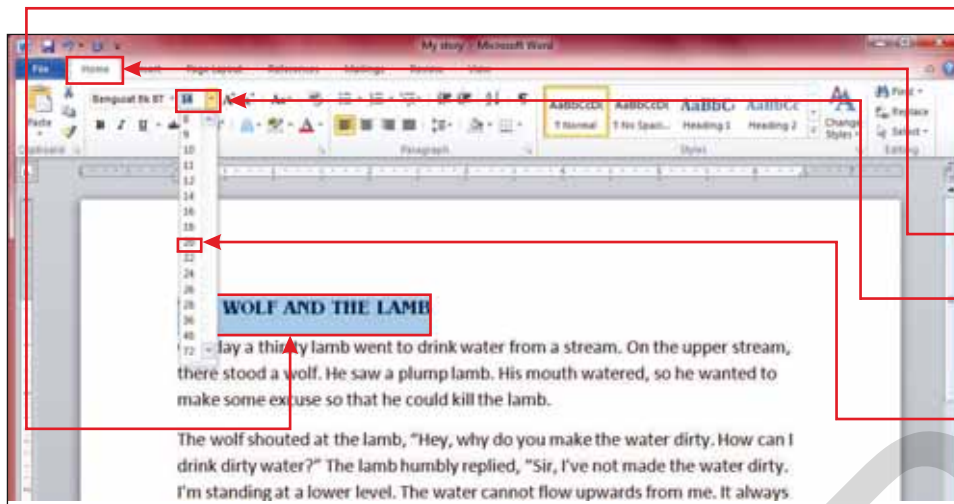
A **font** is a **typeface** that defines the shape of each character, e.g., **Times New Roman** is a typeface.



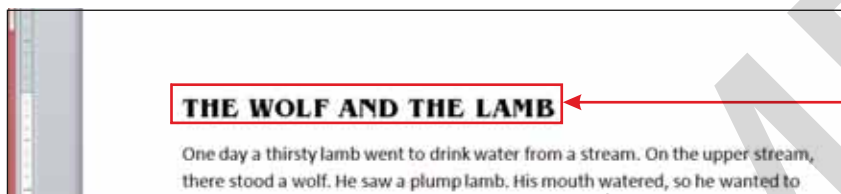


## CHANGING SIZE OF THE TEXT

You can increase or decrease the size of the text in your document.



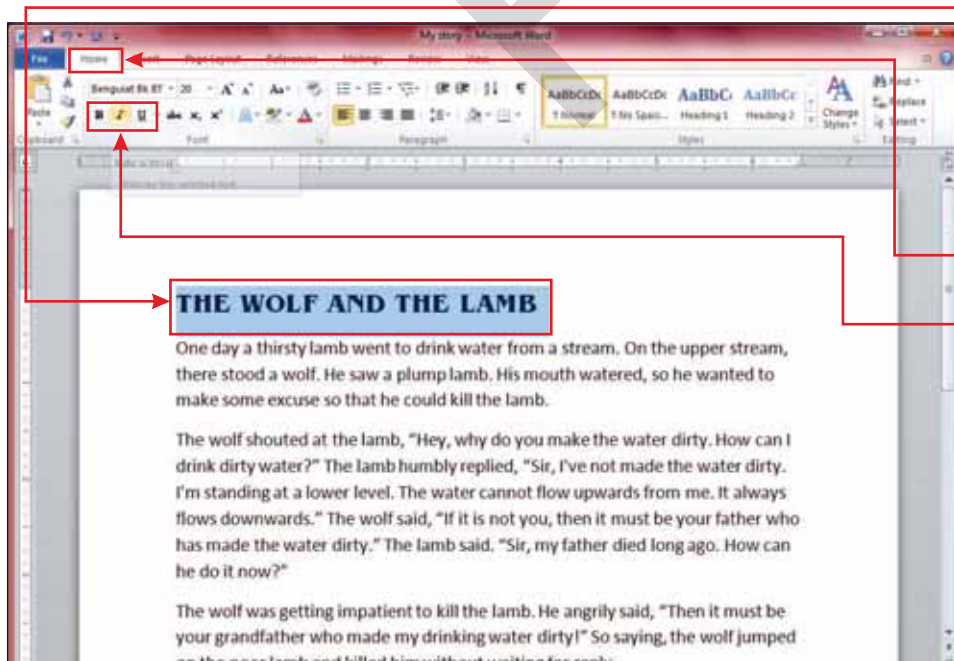
1. Select the text you want to change to a new font size.
2. Click on **Home** tab.
3. Click on the down arrow of **Font Size**.
4. Click on the **size** you want to use.



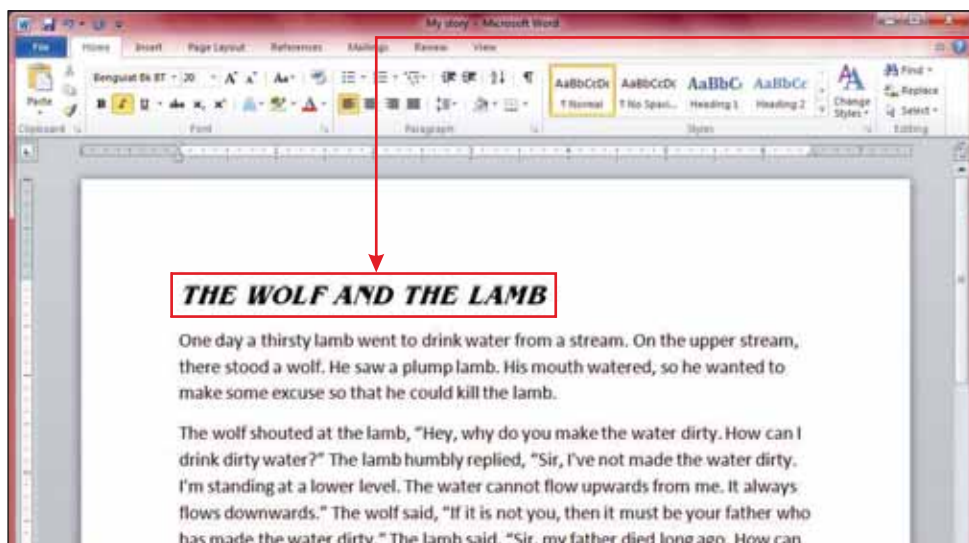
The text you selected is changed to the new size.

## CHANGING THE TEXT BOLD, ITALIC OR UNDERLINE

You can make your text bold or italicize or underline to emphasize information in your document.



1. Select the text you want to bold, italicize or underline.
2. Click on **Home** tab.
3. Click any of the following buttons:  
( **B** ) **Bold**  
( *I* ) *Italic*  
( U ) Underline



The text you selected appears in the new style.

This example applies ***Italic style*** to the text.

To remove the bold, italic or underline style, repeat steps 1 to 3.

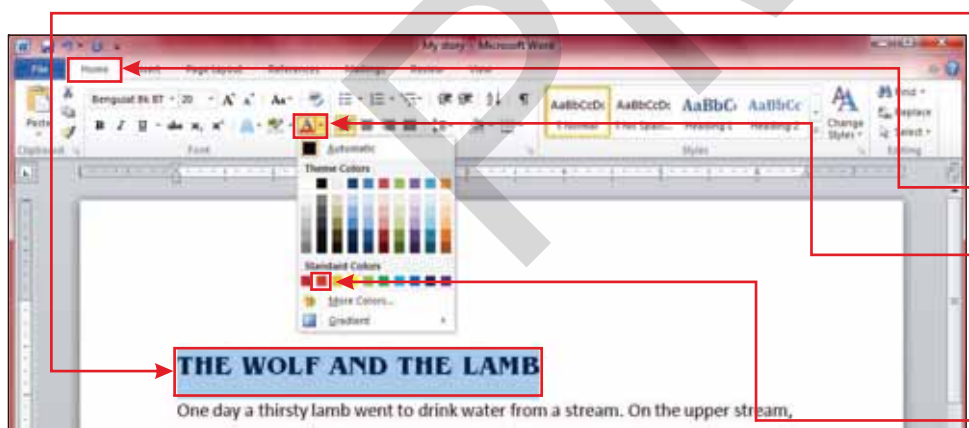
### Update Your Knowledge



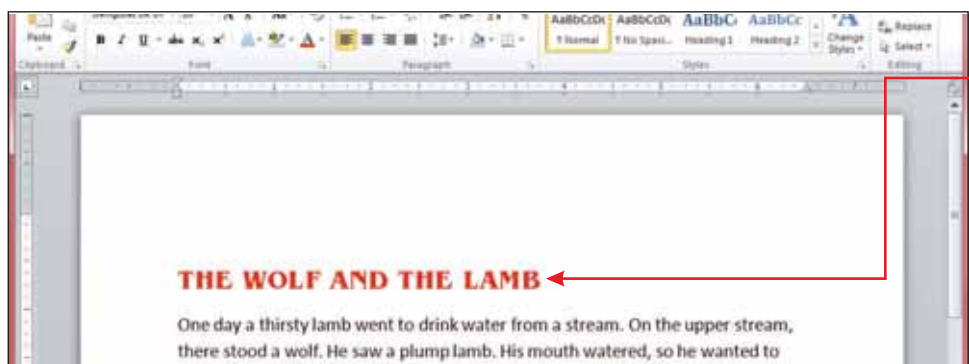
You can use keyboard shortcut for bold, italic and underline. Press **Ctrl+B** to apply **bold** formatting, press **Ctrl+I** to apply **italics**, or press **Ctrl+U** to apply **underlining**.

## CHANGING COLOR OF THE TEXT

Color of the text can be changed to highlight headings or important information in your document.



1. Select the text you want to format.
2. Click on **Home** tab.
3. Click on the down arrow of **Font Color**.
4. Click on any color.

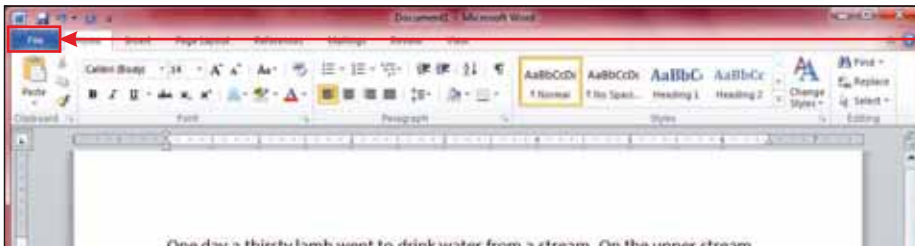


Word applies the selected color to the text.

In this example, we have applied red color to the text.

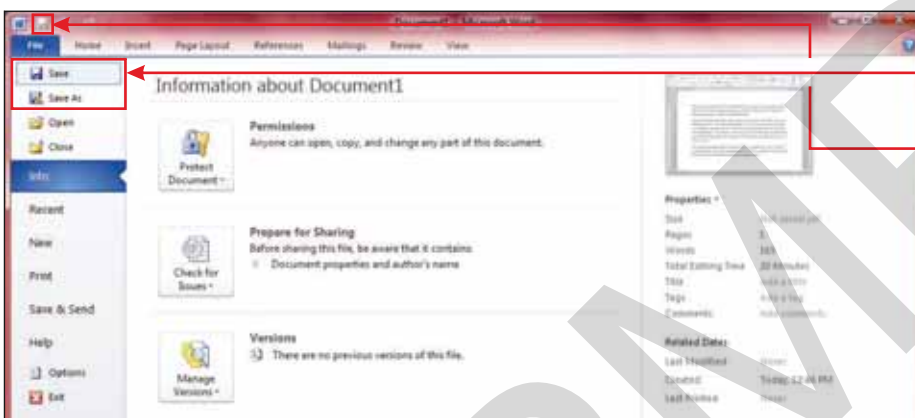
# SAVING A DOCUMENT

The document must be saved into the memory of a computer for its future use. Once the document is saved, you can review and edit it at any time in future.




1. Click on **File** tab.

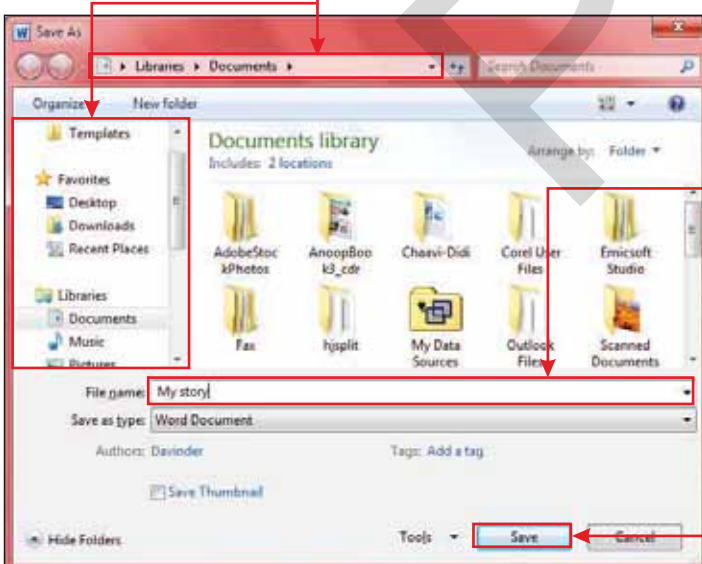
**Backstage view** will appear.



2. Click on the **Save** or **Save As** button.

You can even click the **Save button** [  ] on **Quick Access toolbar** to save the file.

The **Save As** dialog box appears.



3. Click on these areas to navigate to the folder in which you want to save the file.

4. Click in the **File name** text box and type a name for the file.

5. Click on **Save**.

Word saves the file and the new file name appears on the title bar.

## Do you Know?

File created in Word 2016 is saved with the extension **.docx**.

## Update Your Knowledge

Keyboard shortcut to save a document is **Ctrl + S**.

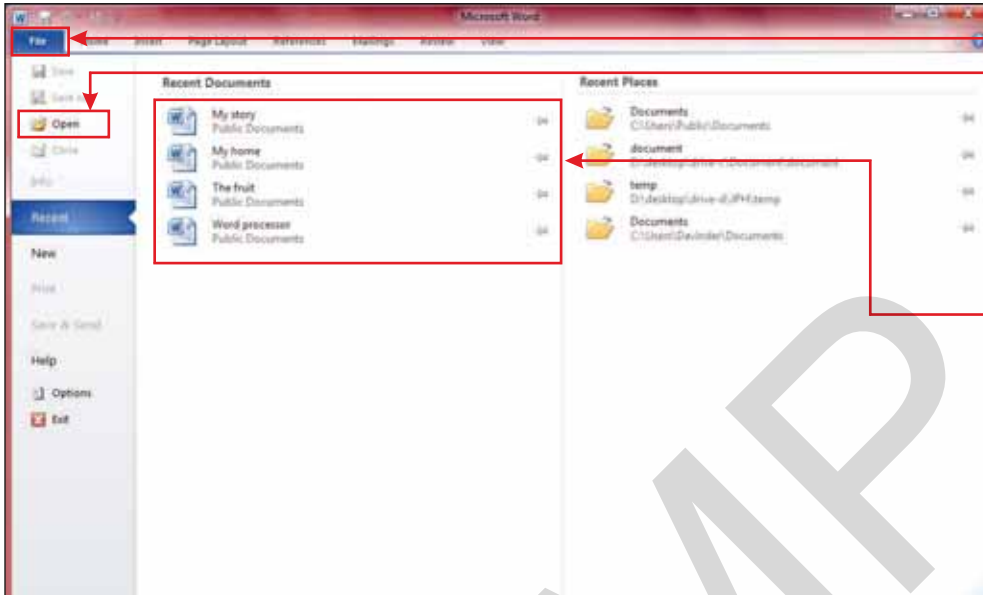




## OPENING A SAVED DOCUMENT



You can open a saved document to view it on your screen. This allows you to make changes to the document.

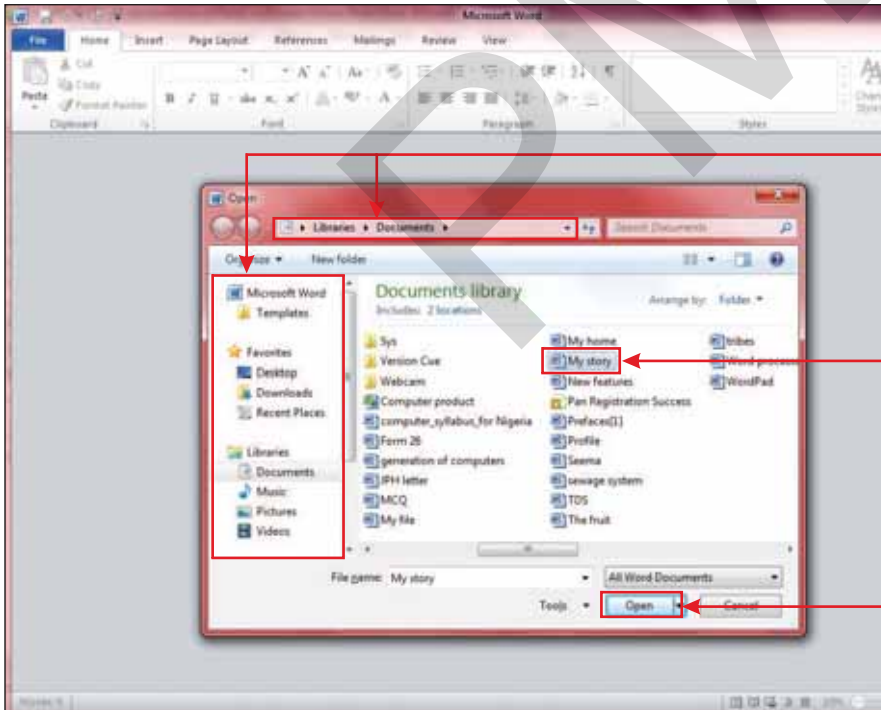


1. Click on **File** tab.

Backstage view will appear.

2. Click on **Open** button.

*Recently opened documents appear and you can click any of these documents to open them.*



The **Open** dialog box appears.

3. Click on this areas to navigate to the folder where you stored the file.

4. Click on the name of the file that you want to open.

5. Click on **Open**.

The file opens in the program window.



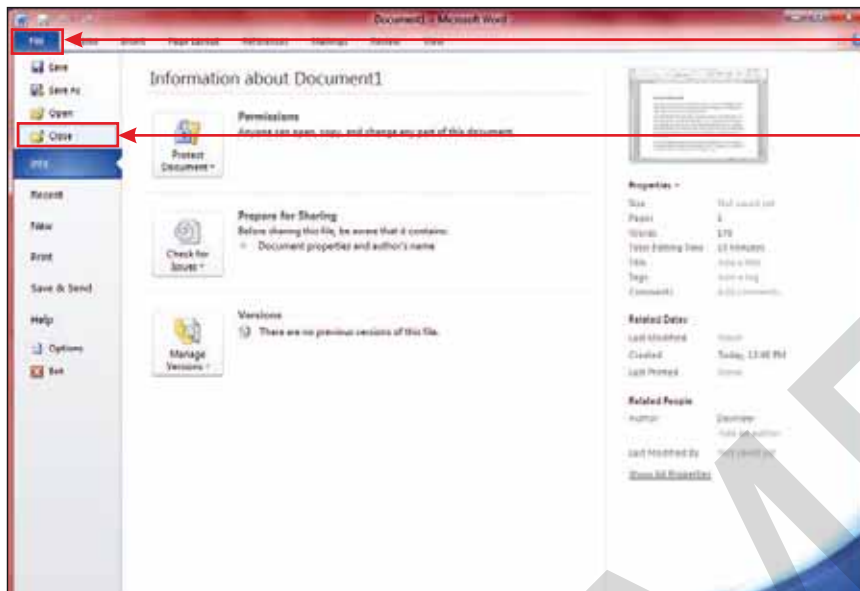
### Update Your Knowledge

Keyboard shortcut to open a document is **Ctrl + O**.



## CLOSING A DOCUMENT

After finishing your work, you must close the document. Closing a document will not close your Word window. To close Word window, you have to exit from MS-Word.



1. Click on **File** tab.

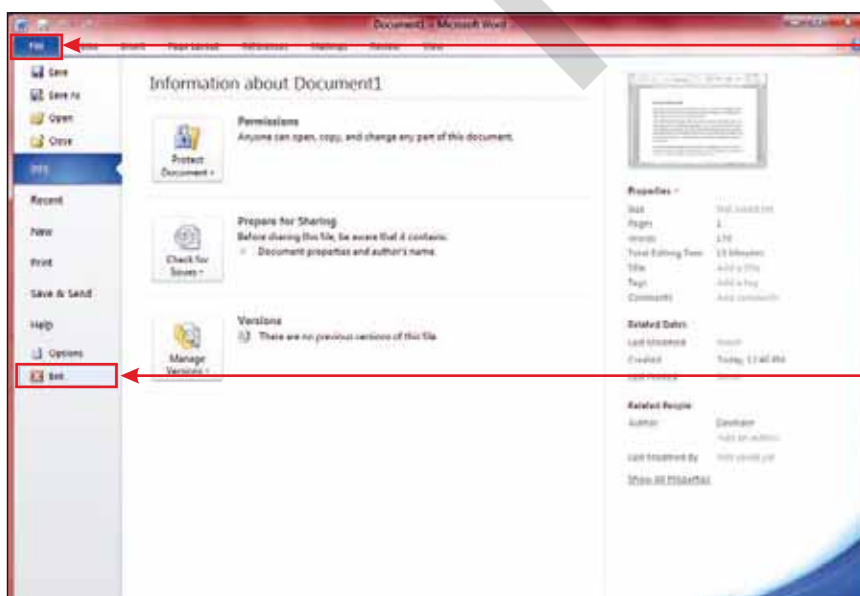
Backstage view will appear.

2. Click on the **Close** button.

Word closes the current open document.

## EXITING WORD

To exit from Word window, you have to perform the following steps:



1. Click on **File** tab.

Backstage view will appear.

2. Click on the **Exit** button.

Word Exits and the desktop appears.













## SELF EVALUATION

### CHECKLIST

Agree Disagree

**After reading the chapter, I know these points:**

-        
  - I know that MS-Word is a program used for typing text.
  - I know that Insertion point is a blinking line on the screen.
  - I know that text entered will appear on the work area.
  - I fully know that File Tab opens a Backstage view.
  - I know that we must save our document for future use.
  - I know that Formatting means changing the layout of the text.

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



## EXERCISES

**A. Tick [✓] the correct answer.**

1. You enter the text with the help of
  - a. Mouse ☐
  - b. Keyboard ☐
  - c. Printer ☐
2. .... is a flashing line on the screen.
  - a. Insertion Point ☐
  - b. Ribbon ☐
  - c. Title Bar ☐
3. We can use double-click to select a
  - a. Paragraph ☐
  - b. Word ☐
  - c. Line ☐
4. To save a document, you should press ..... keys.
  - a. Ctrl+D ☐
  - b. Ctrl+P ☐
  - c. Ctrl+S ☐

**B. Fill in the blanks:**

1. .... is a program used to create text document.
2. Word file is saved with ..... extension.
3. A vertical flashing line on the screen is called .....
4. .... option makes your text darker than surrounding text.
5. The ..... tab provides a set of tools related to a particular task.

**C. Answer the following questions.**

1. Define MS-Word.

.....

.....

.....

2. What is an insertion point?

.....

.....

.....

3. What is formatting?

.....

.....

.....

**D. Write in boxes 'T' for True and 'F' for False statements.**

1. Word processor is a computer application which is used to create, edit, print and save a document.
2. MS-Paint is an example of Word processor.
3. You cannot use graphical pictures with text in MS-Word.
4. The Ribbon displays the name of the currently active document.
5. Formatting means making any changes to the document.

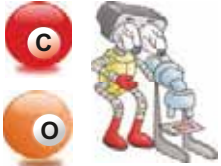
**E. Application Based Question.**

On MS-Word, Abha wrote an essay on Dr. Abdul Kalam. Now she wants to change the font of the essay. As she is not able to do it, explain her the steps to do the desired task.

.....

.....





## LAB ACTIVITY

**Open Word, create a new document and type the following story:**

### Two Goats

One day two goats arrived at the same bridge. It was a narrow bridge. The wise one laid down on the bridge. The other walked over him. They crossed the bridge comfortably and went on their ways.

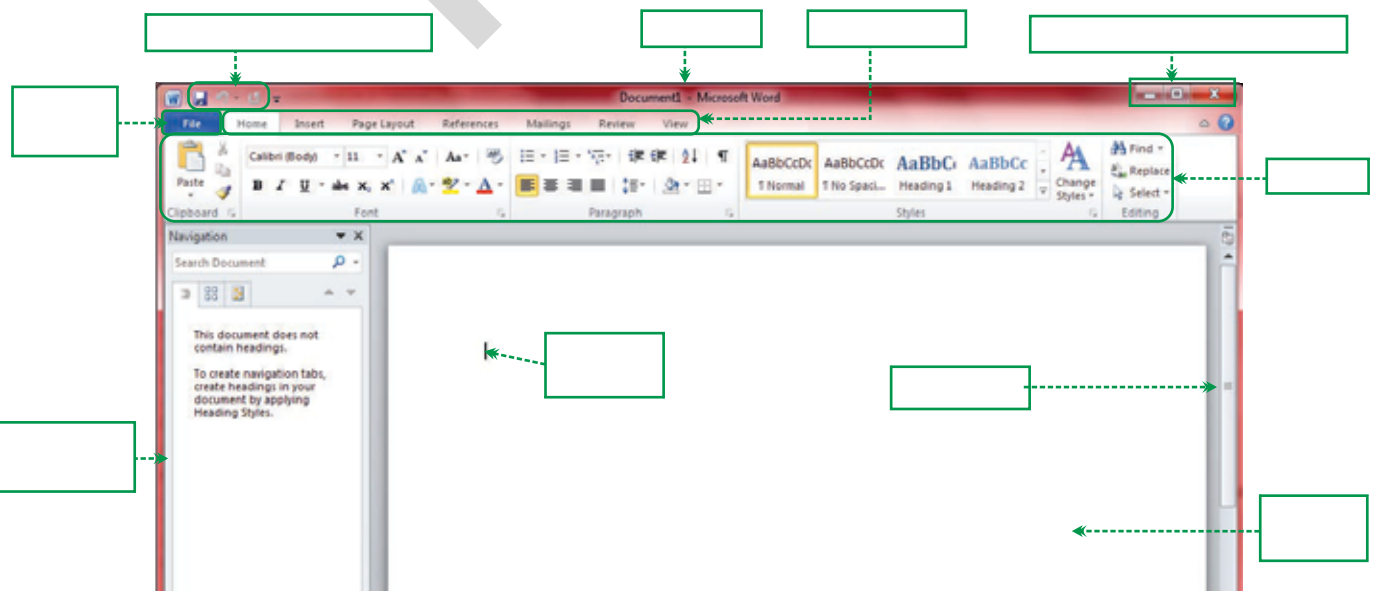
Now perform the following tasks:

1. Type the given text in the Word.
2. Save the document with your name.
3. Set the heading font size as 18 points and color red.
4. Set the font size of rest of the text as 14 points and color blue.
5. Make the heading bold and italic.
6. Save the document again and close the document.
7. Open the same document.



## FUN ACTIVITY

**Label the following Word window.**



# MULTIMEDIA AND INTERNET



## Topics Covered

What is Multimedia? • Areas Where Multimedia is Used • Playing Music or Videos  
• Playing Games on the Computer • Internet

Hello friends! So far, you have learnt to draw and type text on the computer. Apart from writing and drawing, many different tasks can also be done with its help. In this chapter, you will learn about Multimedia and Internet.



## WHAT IS MULTIMEDIA?

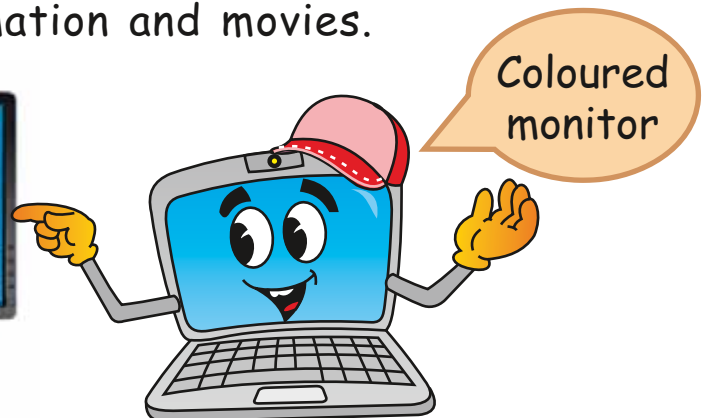
**Multimedia** is an application that is a combination of text, graphics, sound, video and animation. Through Multimedia, you can make your learning more interesting and effective.

### MULTIMEDIA SYSTEM

The computer system that is capable of presenting multimedia applications is called **Multimedia system**.

**Multimedia system contains:**

**1. Monitor:** It helps to view animation and movies.





**2. CD-ROM or DVD Drive:** It is used to play a CD or DVD disc.



**3. Speakers:** These are used to listen to songs and get sound effects.



**4. Microphone and Headphone:** These are meant for recording the sound effects.



**5. Joystick:** It is used to play games on the computer.

## AREAS WHERE MULTIMEDIA IS USED

Multimedia programs are generally used for:

- Educational purpose
- Advertising
- Playing games
- Playing music
- Watching movies
- Creating animations

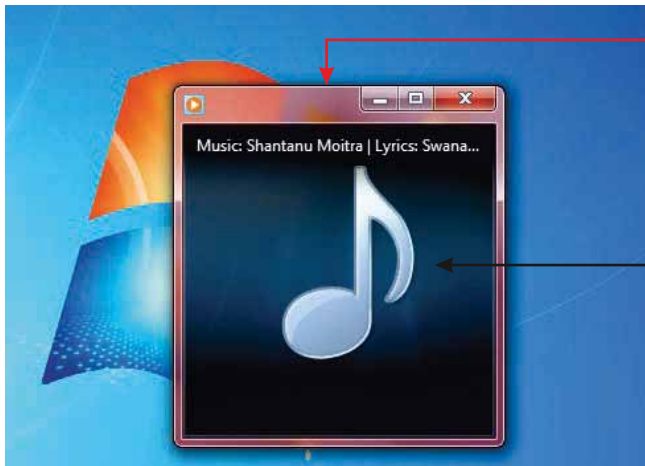
There are many Multimedia educational programs available on CD-ROMs. Children can learn more about the topic in an innovative and exciting way by playing these CDs. Some of the popular multimedia packages available in CD-ROMs are:

- Microsoft Encarta
- Encyclopedia
- Atlas
- Space and Universe
- Human body and many others
- Visual Dictionary



## PLAYING MUSIC OR VIDEO

You can play your favorite music CD in Windows Media Player. To play an Audio or Video CD on a computer, follow the following steps:



1. Insert a music CD into your computer's CD or DVD drive.

The **Now Playing** window appears and the CD begins to play songs.

*On commercial CDs, the album cover appears here.*



2. Move the mouse within the Now Playing window.

The **playback controls** appear.

*You can use these control to stop the CD, select another song to play or you can pause the song.*

## PLAYING GAMES ON THE COMPUTER

Through multimedia computers, you can play many different games. Through games, you can improve your cognitive skills.

There are many interesting games available like:

Solitaire, Knight-Riders, Chess, Free cell, Pin ball, Minesweeper, Road Rash, Cricket, GTA Vice City, WWE and many more.





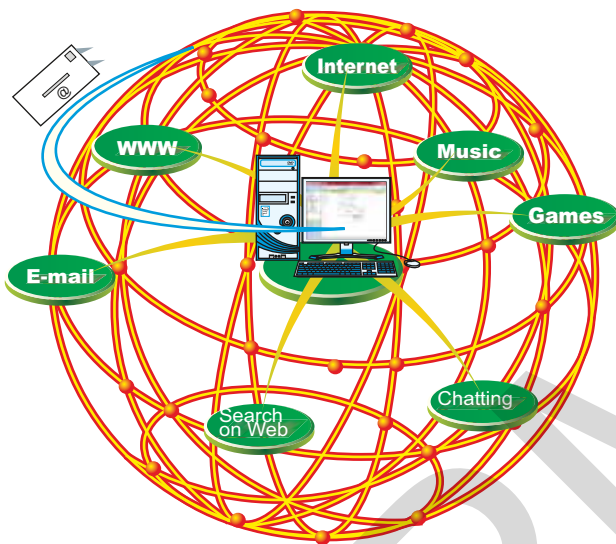
# INTERNET



Internet is one of the largest networks that links trillions of computers, all over the world.



With the help of Internet, you can send a message or even talk to your friend online, no matter where he or she is. Your friend only needs to have a computer with an Internet connection.



No one knows exactly how many computers are connected to the Internet. It is certain, however, that these numbers are in trillions and are increasing at a rapid rate.



Internet

## USES OF INTERNET



Almost anything you do in the real world has an equivalent in the online world (Internet). There are many uses of Internet as follows.



- You can get information on any topic of your interest.
- You can chat with your friends.
- You can listen to music and watch movies on Internet.
- You can buy books, toys and other products on the Internet.
- You can send e-mail messages to your friends.



## SELF EVALUATION

**After reading the chapter, I know these points:**

- I know that Multimedia is a combination of texts, graphics, sounds, videos and animation.
- I know that a multimedia system should have a monitor, CD-ROM or DVD drive, speakers, microphone and headphone.
- I know that we can play audio/video CDs through multimedia system.
- I fully know that Internet is the largest network that links many computers.

### CHECKLIST

Agree	Disagree	
<input type="checkbox"/>	<input type="checkbox"/>	C
<input type="checkbox"/>	<input type="checkbox"/>	O
<input type="checkbox"/>	<input type="checkbox"/>	M
<input type="checkbox"/>	<input type="checkbox"/>	P
<input type="checkbox"/>	<input type="checkbox"/>	U
<input type="checkbox"/>	<input type="checkbox"/>	T
<input type="checkbox"/>	<input type="checkbox"/>	E
<input type="checkbox"/>	<input type="checkbox"/>	R



## EXERCISES

**A. Tick [✓] the correct answer.**

1. .... drive is required to play multimedia CD or DVD.  
 a. Hard Disk ☐ b. DVD ☐ c. Both a. & b. ☐
2. .... makes the learning more interactive and effective.  
 a. Multimedia ☐ b. Games ☐ c. None of these ☐
3. .... help to improve cognitive skills.  
 a. System ☐ b. Games ☐ c. Application ☐
4. .... is the largest network of computers.  
 a. Internet ☐ b. Multimedia ☐ c. DVD ☐

**B. Answer the following questions.**

1. What is Multimedia?

.....

.....





2. Name the two areas where multimedia is used.

.....

.....



3. What is Internet?

.....

.....



### C. Fill in the blanks.

- ..... is the combination of text, graphic, animation, sound and video.
- You can use multimedia programs for ..... purpose.
- Multimedia programs are available on .....
- Internet is a worldwide system of computer .....
- You can get ..... on any topic of your interest on the Internet.



### D. Application Based Question.

Your friend Jeet has come to your house and has asked you to play the National Anthem on computer. As the song is there in your home Computer, write the steps you would follow to play it.

.....

.....



### LAB ACTIVITY

- Visit the computer lab and ask your teacher to show you some educational CDs on a computer.
- Demonstrate the procedure of inserting and playing a CD.



# UNIT TEST - 1

## Chapters 1 - 2

M.M. : 10

1 × 2 = 2

### A. Tick [✓] the correct answer.

1. Microsoft Word is an example of .....

a. Antivirus ☐ b. Hardware ☐ c. Software ☐

2. CPU is the ..... of computer.

a. Brain ☐ b. Hands ☐ c. Eyes ☐

### B. Write 'T' for True and 'F' for False statements.

1 × 2 = 2

1. A computer cannot store data.

☐

2. A mouse is an input device.

☐

### C. Fill in the blanks.

1 × 2 = 2

1. .... is used to print on paper.

2. All the physical parts of a computer are known as .....

### D. Answer the following questions.

2 × 2 = 4

1. Name any four characteristics of a computer.

.....  
.....

2. What is the use of a System Unit?

.....  
.....  
.....





# UNIT TEST - 2

## Chapters 3 - 4

M.M. : 10

1 × 2 = 2

A. Tick [✓] the correct answer.

1. Software can be classified mainly into ..... categories.

a. 2

☐

b. 3

☐

c. 4

☐

2. Windows 7 is developed by .....

a. IBM

☐

b. HCL

☐

c. Microsoft

☐

B. Write 'T' for True and 'F' for False statements.

1 × 2 = 2

1. Linux is an open source code operating system.

☐

2. Windows 7 is a GUI based software.

☐

C. Fill in the blanks.

1 × 2 = 2

1. .... shows the programs which are currently opened.

2. .... is a software which controls the overall activity of a computer.

D. Answer the following questions.

2 × 2 = 4

1. What is the use of mouse pointer?

.....

.....

.....

2. What is booting?

.....

.....

.....

# UNIT TEST - 3

## Chapters 5 - 7

M.M. : 10

1 x 2 = 2

### A. Tick [✓] the correct answer.

1. The tool that shows a bigger and closer view of an image.

a. Rectangle tool ☐ b. Curve tool ☐ c. Zoom tool ☐

2. Ctrl + S is the shortcut key for

a. Save ☐ b. Open ☐ c. Delete ☐

### B. Write 'T' for True or 'F' for False statements.

1 x 2 = 2

1. MS-Word is used to draw pictures.

2. LOGO screen is divided into three parts.

### C. Fill in the blanks

1 x 2 = 2

1. Starting position of a turtle is known as .....

2. .... is used to change the positions of picture from different angles.

### D. Answer the following questions.

1 x 4 = 4

1. What is LOGO?

.....

.....

2. What is Insertion Point?

.....

.....

3. Define WordPad.

.....

.....

4. What is the purpose of Crop feature?

.....

.....

# UNIT TEST - 4

## Chapters 8 - 10

M.M. : 10

1 × 2 = 2

**A. Tick [✓] the correct answer.**

1. The moving commands in LOGO are.  
a. PU & PD ☐ b. ST & HT ☐ c. FD & BK ☐
2. .... is the largest network of computers.  
a. Multimedia ☐ b. Internet ☐ c. Laptop ☐

**B. Write 'T' for True and 'F' for False statements.**

1 × 2 = 2

1. The Ribbon displays the name of currently active document. ☐
2. The RT command is used to turn the turtle to the right. ☐

**C. Fill in the blanks.**

1 × 2 = 2

1. A ..... is a typeface that defines the shape of each character.
2. LOGO commands are also known as .....

**D. Answer the following questions.**

1 × 4 = 4

1. Write down the command to hide the turtle.  
.....  
.....
2. Write down the command to move the turtle 70 steps back.  
.....  
.....
3. Define Multimedia.  
.....  
.....
4. Write the uses of Internet.  
.....  
.....  
.....

# MODEL TEST PAPER - 1

## Chapters 1 - 4

M.M. : 20

1 × 3 = 3

### A. Tick [✓] the correct answer.

1. .... is an example of an Operating System.

a. MS-Word

☐

b. Windows

☐

c. Calculator

☐

2. The device that gives output on a paper is .....

a. Monitor

☐

b. Mouse

☐

c. Printer

☐

3. Windows 7 is an example of .....

a. Anti virus

☐

b. Hardware

☐

c. Software

☐

### B. Write 'T' for True and 'F' for False statements.

1 × 3 = 3

1. You can directly switch off the computer from the main switch.

☐

2. A microphone is used to record sound on the computer.

☐

3. CPU does all the processing.

☐

### C. Fill in the blanks.

1 × 3 = 3

1. The working speed of a computer is very .....

2. .... is a box-like case that stands near the monitor.

3. .... is the first screen that appears after switching on the computer.

### D. Short answer questions.

1 × 5 = 5

1. On which principle does a computer work?

.....

.....

2. What is a computer?

.....

.....



3. What do you mean by a storage device?

.....

.....

4. What is Windows 7?

.....

.....

5. What is data?

.....

.....

**E. Long answer questions.**

2 x 3 = 6

1. What are Input devices and Output devices.

.....

.....

.....

2. Write down the differences between Application Software and System Software.

.....

.....

.....

3. Write down the differences between Hardware and Software.

.....

.....

.....





# MODEL TEST PAPER - 2

## Chapters 5 - 10

M.M. : 20

1 × 3 = 3

### A. Tick [✓] the correct answer.

- We can use double-click to select a .....  
a. Paragraph ☐ b. Word ☐ c. Line ☐
- Pointed end of the turtle is known as .....  
a. Tail ☐ b. Head ☐ c. Both a. & b. ☐
- The shape of the turtle is .....  
a. ☐ ☐ b. ☐ ☐ c. ☐ ☐

### B. Write 'T' for True and 'F' for False statements.

1 × 3 = 3

- There are three main toolbars in WordPad. ☐
- PU command is used to clear the figures in LOGO. ☐
- Multimedia makes the learning more interactive and effective. ☐

### C. Fill in the blanks.

1 × 4 = 4

- ..... are used to improve cognitive skills.
- We can display the text with more thickness as compared to normal text, using ..... option.
- ..... is a worldwide system of computer network.
- ..... bar displays the name of the currently active Word document.

### D. Answer the following questions.

2 × 5 = 10

- What is a Multimedia System?

.....

.....

.....



2. What is the use of Resize & Skew?

.....

.....

.....

3. What is formatting? How can you format a text?

.....

.....

.....

4. Name the four areas where a multimedia can be used.

.....

.....

.....

5. Write down the sequence of commands in LOGO to draw the letter 'A'.

.....

.....

.....

.....

.....

